

# True Light Shines Academy

7428 Pearces Rd. | Louisburg, NC 27549 | 919-720-2864  
Fax 919-554-6580 | www.truelightshines.com

## TRANSCRIPT REQUEST FORM

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Name of School last attended:

\_\_\_\_\_

Address of School \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal \_\_\_\_\_

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

*To whom it may concern:*

**My child has enrolled in True Light Shines Academy. Please forward to True Light Shines Academy a complete academic file, final transcript, disciplinary file, health records, and any special psychological testing pertaining to:**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
School Year and Grade Level last enrolled at school listed above.

Thank you so much for your prompt attention to the above request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
True Light Shines Academy Admissions

The Admissions Office will request records for all accepted students after the completion of the current school year. If a student transfers to TLSA during the school year, records will be requested immediately upon acceptance.