



WISCONSIN ACADEMY

N2355 DuBorg Rd, Columbus, WI 53925
Phone: (920) 623-3300 Fax: (920) 623-3300
Email: registrar@wisacad.org

To Whom It May Concern:

The student listed below has applied to attend Wisconsin Academy. Please forward the following records to the attention of the registrar:

- Transcript/Grades/Course Credits
- Test Scores
- Health Records
- Cumulative File
- Discipline Issues

Thank you for your prompt attention to this matter.

Sincerely,

Rosalie Rasmussen
Registrar

Parent/Guardian Name: _____

Student Name: _____

Date of Birth: _____

Grade Entering: _____

Date last attending your school: _____

Date of Request: _____

According to Federal Law 99.31 – the Family Education Rights and Privacy Act – it is no longer necessary to obtain written consent to release records to other education institutions.