



Lutheran High School of St. Charles County

Equipping Students for Lives of Christian Service

Request for Records Release

Please Give to Current School for Processing

Dr. Craig Ernstmeyer
Head of School

Jonathan Bernhardt
Principal

Dr. Doug Kuhlmann
Activities Director

William Roundey
Director of Student Services

Kathy Sperlo
Director of Events

Lisa Gnade
Director of Enrollment

5100 Mexico Road
St. Peters, MO 63376

Phone:
636.928.5100

Fax:
636.928.8451

Web:
lutheranhighstcharles.com



Lutheran High School
of St. Charles County



@LutheranCougars



@LutheranCougars

I _____ request that _____
(Parent Name) (Current School Name)

please send the following official documents for my child _____
to Lutheran High School of St. Charles County, Attn: Registrar, as soon as possible. If
you have any questions for LHS about this request, you may contact them at
636.928.5100.

PLEASE RELEASE THE FOLLOWING INFORMATION

1. Copy of Last Report Card/Official Transcript
2. Copies of immunization records
3. Copies of all standardized testing results, since beginning of 6th grade
4. Copies of Complete Discipline Records
(Note: If there is no documentation of any disciplinary or attendance issues, LHS requests that the appropriate school official send a statement indicating such.)
5. Attendance Record, since beginning of 6th grade
6. Copies of records/documentation of any student learning disabilities, IEP/504

Thank you for gathering and sending these documents to Lutheran High School of St. Charles County at the address on the left as promptly as possible. These records are an important part of my child's admission packet for LHS. Please call me if you have any questions regarding the request of these documents.

Parent Name: (printed) _____

Parent Signature: _____

Mailing Address: _____

Daytime Phone Number: _____