



Kolbe Academy Home School

2501 Oak Street, Napa, California 94559 homeinfo@kolbe.org
707-255-6499 707-255-1581 (fax) www.kolbe.org

Dear Parents:

Kolbe Academy Home School keeps the academic records of all registered students on file. Please fill out and sign the enclosed request form and send it to your child's previous school. A separate request form should be filled out for each student. Please let us know if you need additional forms.

If we can assist you in any way, please contact us.

With kindest regards,

Brian Muth
Director



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REQUEST FOR RELEASE OF RECORDS AND TRANSCRIPT OF CREDITS

Date: _____

To whom it may concern:

Please send the cumulative records and the transcript of credits of:

Name of Student

Birthdate

Who has enrolled in Kolbe Academy Home School in the _____ grade.

Thank you for your prompt attention to this matter.

Signature of Parent or Guardian

Date



Signature of Home School Manager