



# SAINT FRANCIS SCHOOL



**Grades K – 8**  
9375 Willeo Road  
Roswell, GA 30075  
(770) 641-8257 Ph

**Grades 9 – 12**  
13440 Cogburn Road  
Milton, GA 30004  
(678) 339-9989 Ph

### PRINCIPALS

Ms. Colette Staak, High School  
Mrs. Kathleen Hasling, Middle School  
Mrs. Karen Harrison, Elementary School

### HEADMASTER

Mr. Drew Buccellato

### ASSOCIATE HEADMASTER

Mrs. Linda Crawford

### ADMISSIONS

Mrs. Ellen Brown – Director Grades K-8  
Mr. Brandon Bryan – Grades 9-12

### BUSINESS OFFICE

Mr. Jeff Whitehurst

## REQUEST FOR RECORDS

### ATTENTION PARENTS!

PLEASE TAKE THIS COMPLETED FORM TO YOUR CHILD'S SCHOOL AND ASK THE SCHOOL REGISTRAR TO FORWARD YOUR CHILD'S RECORD TO SAINT FRANCIS SCHOOL AS SOON AS POSSIBLE.

Dear Registrar:

The student listed below has applied for admission to Saint Francis School. We would greatly appreciate your forwarding his/her records as soon as possible.

Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize:  
(PARENT NAME- please print)

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Grade last attended: \_\_\_\_\_ Year last attended: \_\_\_\_\_

1. Complete school record for the current year and prior two years
2. Complete discipline record
3. All standardized test results
4. Progress Reports
5. Common Teacher/Principal Evaluation Form(s)
6. IEP's
7. Speech Reports
8. Psychological Reports
9. Health Records- Georgia Health Forms 3231 & 3300

As part of the admission process, a representative may be contacting the school to consult about or observe my child. \_\_\_\_\_

(PARENT SIGNATURE)

Respectfully,

Ellen V. Brown  
Director of Admissions