

El Segundo Education Foundation's  
Summer Academy

Reporting Grade to another High School  
Request Form

Student name: \_\_\_\_\_

Course taken: \_\_\_\_\_  
term taken: first semester          second semester          both semesters

Name of your High School: \_\_\_\_\_

Address of High School: \_\_\_\_\_

With these signatures, we request the Summer Academy to mail a grade report to the registrar of the high school listed above.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

Please complete this form and give this form to the Summer Academy Clerk or your teacher.