



2025

Dear New Pope Francis Global Academy Parent or Guardian,

Thank you again for enrolling your child at Pope Francis Global Academy. We are thrilled and honored that you have chosen to join our school community and we look forward to getting to know you all over the coming months.

In order to for your child's transfer to be complete, Pope Francis Global Academy must attain transcripts from your child's current/exiting school. Please print out and complete the enclosed [Request for Records Form](#) and submit it to your child's exiting school right away. This form gives them permission to send copies of your child's complete school record (academic, health, and disciplinary) directly to us by mail at Pope Francis Global Academy. At the same time, you may want to request a copy of all of the same information for yourself to keep on file at home.

Please call or email me with any questions about this request.

Thank you so much.

**Gigi Ybarra**

Director of Admissions and Advancement



\_\_\_\_\_  
Date

Sending School:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

### REQUEST FOR RECORDS

Because federal law requires that written permission of the parent or guardian be obtained for the transfer of academic, health, disciplinary and all other records held by the previous school of attendance, the request for the transfer of all such records to Pope Francis Global Academy is stated below.

I \_\_\_\_\_ (Parent name) hereby authorize \_\_\_\_\_  
(School name) to transfer copies of all student records, as well as any special education information pertaining to \_\_\_\_\_ (Student's name) to Pope Francis Global Academy. Please send all records to Pope Francis Global Academy, 6143 West Irving Park Road, Chicago, Illinois 60634.

Thank you,

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date