



# Hilton Head Preparatory School

8 Fox Grape Road • Hilton Head Island, South Carolina, 29928 • 843-671-2286, ext. 315 • Fax 843-671-7624  
Mrs. Bobbie Somerville, Director of Admissions • bsomerville@hhprep.org • www.hhprep.org

## RECORD TRANSFER REQUEST

Last Name	First Name	Date of Birth (mm/dd/yyyy)
Social Security Number	Current Grade	

Please send copies of his/her records:

- Transcript of courses, subjects and grades
- Grades at withdrawal
- Immunization and Health records
- Aptitude, Achievement and Standardized Test Scores
- Discipline Record
- Special Placement and Reports
- Any other information which may assist us in guidance and proper placement of this student
- Final Transcript

I request that you release all information you have of an academic, social, medical, psychological, vision, speech, hearing, or orthopedic nature on the student named above. I request the information be kept confidential and used for professional reasons only.

Parent or Guardian's Signature	Date
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Information to be released from:

Name
Title
School
Address
City
State
Zip
Phone
Fax

Information to be released to:

Mrs. Bobbie Somerville  
Director of Admissions  
Hilton Head Preparatory School  
8 Fox Grape Road  
Hilton Head Island, South Carolina 29928  
Phone: 843-671-2286, ext. 315 Fax: 843-671-7624  
bsomerville@HHPrep.org

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Bobbie Somerville, Director of Admissions