

Mt. Calvary Lutheran School  
23300 E. Golden Springs Drive – Diamond Bar, CA 91765  
909-861-2740 [www.mcladb.org](http://www.mcladb.org)  
admin@mcladb.org



## Transfer & Student Records Request

### Attention International Program Coordinator:

Date: \_\_\_\_\_  
School: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Phone: \_\_\_\_\_

From: Claudia Randall, PDSO, International Program Director  
Office Phone: (909) 861-2740  
Office Fax: (909) 861-5481  
Email: [danielle.alcorn@mcladb.org](mailto:danielle.alcorn@mcladb.org)

The student below has been accepted to Mt. Calvary Lutheran School:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. Please complete the fields below, and perform the I-20 “transfer-out” in SEVIS.

The student will start here with us on \_\_\_\_\_ for the \_\_\_\_\_ school year.  
Please show the release date as last day at your school.

In SEVIS, our school name is listed as

Mt. Calvary Lutheran School LOS214F54617000

Student’s SEVIS ID #: \_\_\_\_\_

Transfer-out Date in SEVIS: \_\_\_\_\_

Transfer-out procedure done by: \_\_\_\_\_

Transfer-out procedure done on date: \_\_\_\_\_

2. Please return this form once transfer-out process is performed (contact info above).
3. Consider this a student records and transcript request. Please send or fax documents at your school ending.

Parent approval for the transfer of records: \_\_\_\_\_

Thank you in advance for your prompt assistance.

Blessings,  
Claudia Randall