

Mt. Calvary Lutheran School
23300 E. Golden Springs Drive – Diamond Bar, CA 91765
909-861-2740 www.mcladb.org
admin@mcladb.org



Transfer & Student Records Request

Attention International Program Coordinator:

Date: _____
School: _____
Fax: _____
Phone: _____

From: Danielle Alcorn, International Program Director
Office Phone: (909) 861-2740
Office Fax: (909) 861-5481
Email: 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,
Danielle Alcorn