

Arrange the following jumbled conversation into good order by giving a number for each dialogue part.

Academic Record Request

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| | CSR : Good afternoon, Greenwood Elementary. This is Rachel. How can I help you today? |
| | Caller : Hi Rachel, I need to request my child's academic records for a transfer. How can I do that? |
| | Caller : Can I email the completed form, or do I need to bring it in person? |
| | CSR : You can email the completed form to records@greenwoodelementary.edu or bring it in person to the school office. |
| | Caller : Great, I'll email it today. Thanks for your help, Rachel. CSR : You're welcome! Is there anything else I can do for you today? |
| | Caller : Thanks, you too. Goodbye! |
| | CSR : I can help with that. You'll need to fill out a records request form, which you can pick up from the school office or download from our website. |
| | Caller : Once I fill out the form, how long will it take to process? |
| | CSR : It usually takes about 5 to 7 business days to process the request. We can send the records directly to the new school or provide you with a copy. |
| | Caller : I guess that's enough for today. CSR : Alright. If you have any other questions, feel free to contact us. Have a great day! |