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

Academic Record Request

	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!

LIVEWORKSHEETS