Form 105 - Request for Records

To the Parent:

Please complete and submit this form directly to your child's current school.

I/We _____ hereby authorize
(Name of Parent or Guardian)

_____ to release the records of
(Current School)

_____, _____ to Washington Christian Academy.
(Name of Student) (Date of Birth)

_____ _____
(Date) (Signature of Parent or Guardian)

To the School:

The student above has applied for admission to Washington Christian Academy for the upcoming school year. Please send copies of his/her records for this current school year and at least two previous complete academic years on file to:

Washington Christian Academy
Admission@washingtonchristian.org
The Admission Office
16227 Batchellors Forest Road
Olney, MD 20832
Fax: 240-559-0115

The records should include:

- Current grades and comments for the most recently completed quarter of the current school year, including an official transcript
- Cumulative record, and two most recently completed school years, if possible, to include previous years' grades and comments
- Standardized test scores, nationally normed
- Immunization records
- Behavior records and psychological records or testing results (if applicable)
- IEP or 504 plans (if applicable)

Thank you for your assistance. If the student enrolls at Washington Christian Academy, you will receive a request for final records at a later date.