

RECORDS RELEASE FORM

Parent Instructions:

This form is to be given to an official or registrar at your child's current school after completing the information below. The school must return the form with official school records no later than July 1st (dependent upon the cutoff date for enrollment).

I, _____, hereby, give permission to
(Parent/Guardian's Name)

_____, to release my child's _____
(School's Name)
(Child's Name)

school records to Fellowship Christian Academy. My child's current grade is _____
(Child's Grade)

_____, and his/her date of birth is _____
(Child's Name) *(Child's Birth Date)*

Signature of Parent or Guardian

Date

Registrar's Instructions:

The above-referenced student is applying for admission to Fellowship Christian Academy. Please complete and send the following information no later than July 1st:

- Current academic transcripts - INCLUDING CURRENT WITHDRAWAL GRADES
- Cumulative records for previous two years
- Standardized test scores
- Reading Teacher's Student Evaluation Form
- Math Teacher's Student Evaluation Form
- Principal/Counselor's Student Evaluation Form
- Attendance and conduct reports
- Any other achievement scores
- Special programs information
- Health/Immunization Records

Prompt attention to this request is greatly appreciated. This release is in accordance with the provisions of the *Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976.*

Signature of School Official

Date

Print Name

Please return this form and requested material directly to:

RETURN TO:
FELLOWSHIP CHRISTIAN ACADEMY
Director of Enrollment
1808 W. Camp Wisdom Road • Dallas, TX 75232
(T): 214-672-9200 • (F): 214-672-9201
e-mail: FCA@ocbfchurch.org • website: www.fcasoars.org
Igniting a brighter future in academic excellence