



**GRACE
CHRISTIAN
ACADEMY**

**GRACE CHRISTIAN ACADEMY
2020-2021 Records Request Form**

*The mission of Grace Christian Academy is to glorify God
by equipping students with a spiritually and academically
solid Christian worldview.*

Date _____

Grace Christian Academy is requesting records for the last two school years for the following student who has applied for admission to our school.

I, _____, _____
(printed name of parent/guardian) (signature of parent/guardian)

request that _____
(name of school) (city, state of school)

provide a copy of the following records via electronic copy for educational viewing purposes on behalf of:

Name _____ Birthdate _____ Grade _____

Please forward the following official student academic/administrative records for the past two school years:

- Grade level completed
 - Transcript
 - Report cards
 - Attendance records
 - Behavior/discipline records
 - Achievement test results
 - Medical and/or related health records (including immunization records and allergy plans)
 - Appropriate agency reports
 - Individualized Education Program (IEP)
- Parent initial here to approve
all records to be transferred.

I understand the request by Grace Christian Academy (GCA) to view these records is for the admissions process and does not guarantee enrollment. If records are not received by GCA directly from the previous school, GCA reserves the right to review the enrollment after official records are received directly from the previous school. I also understand that if my student is not enrolled at GCA, all information will be destroyed by GCA.

Please send the above requested information to (email preferred):

Grace Christian Academy
P. O. Box 9502
Owensboro, KY 42302

Phone: 270-925-1404
Fax: 270-281-4099
Email: cholmes@yellowcreekbaptist.com