Request for Records

INSTRUCTIONS: Please complete the entire form and submit to your child's most recent school.
All information received is considered confidential and will be maintained in the student's confidential application file.

I hereby authorize:

Name of Current School: _____

Address: _____

Phone: _____ **Admissions/Records Clerk:** _____

to release ALL student information as noted below for the following applicant:

School records for the **past three (3) years,** including the following:

- Transcript or Report Cards *(all grade levels)*
- Standardized Testing Scores *(Milestones, CoGat, Iowa ,etc.)*
- MAP Testing Data, *if applicable*
- Discipline Record

The following documents are required, *if applicable:*

- 504 Plan
- Individualized Education Plan (IEP)
- Psychoeducational Evaluation
- ESOL/ESL Records

Applicant's Full Name: _____
Last *First* *Middle*

Current Grade Level: _____ **Date of Birth:** ____/____/____

I authorize Eastside Christian School to receive information from the administration, admission, guidance, teachers and/or doctors or other professionals of the following schools/organizations for the purpose of educational planning. I release all liability and all claims pertaining to the disclosure of this information:

_____ _____
Signature of Parent/Guardian *Date*

PLEASE SEND RECORDS TO:

Ann Carr, Director of Admissions
ann.carr@ecslions.com *(preferred method)*
Eastside Christian School
2450 Lower Roswell Road, Marietta, Georgia 30068

Should the student be accepted, discovered non-disclosure of information related to previous behavior disorders, educational, emotional, or substance abuse history would be grounds for immediate dismissal from Eastside Christian School. Eastside Christian School does not discriminate on the basis of race, color, or national origin in the administration of educational policies, admission policies, or employment practices.