

Request for Confidential Records

TO PARENT OF APPLICANT:

Please print or type the authorization below and return this form to the admissions office.

Authorization of Release for Educational Records

_____	_____	_____
STUDENT'S NAME	BIRTHDATE	GRADE

MOST RECENT SCHOOL ATTENDED		

STREET ADDRESS		

CITY, STATE, AND ZIP CODE		

In accordance with the federal regulations regarding the privacy rights of parents and students under the Family Educational and Privacy Act of 1974, the undersigned hereby consents to the release to Eagle's Landing Christian Academy (ELCA) of all educational records (including statement of disciplinary action or disciplinary records) and other information as may be requested about the above-named individual.

Parent's Signature

Date

TO PRINCIPAL OR GUIDANCE COUNSELOR:

We would appreciate your promptly sending the following documents:

- Transcript and latest grades
- Standardized test results
- Any special testing results or placement in special programs
- Certificate of Immunization, Form #3300, copy of Social Security card and Birth Certificate.
- **All disciplinary records or official statement of disciplinary action**

PLEASE MAIL TO:

Admissions Office
Eagle's Landing Christian Academy
2400 Hwy 42 N
McDonough, GA. 30253
Fax: 770-957-2290