



REQUEST FOR TRANSCRIPT

Completed by Parent/Guardian:

The following student has applied for admission to Columbia Academy. As the parent/guardian for this student, I authorize release of his/her educational records to be used for the Columbia Academy admissions process. Thank you.

Student's full name: _____

Current/most recent grade: _____ Date of Birth: _____

Current/most recent school attended with address: _____

School phone & email: _____

Parent/Guardian signature: _____

Columbia Academy school use ONLY:

Please release an unofficial copy of the above student's records for use in our admissions process. If available, the following information is requested:

- Transcript of all work including a copy of a current report card
- All pertinent discipline records
- All special education records or psychological testing
- Immunization and health records

School Counselor/Administrator:

Lindy Zientak

Date: _____

Send records to:

Columbia Academy – Attention: Admissions Department
1101 West 7th St., Columbia, TN, 38401
Fax: 931-398-5739, Email: admissions@cabulldogs.org