



RECORDS REQUEST

ATTENTION: OFFICE OF ACADEMIC RECORDS

Date: _____

TO WHOM IT MAY CONCERN:

Name: _____ Entering grade: _____

Name: _____ Entering grade: _____

Name: _____ Entering grade: _____

Name: _____ Entering grade: _____

is in the process of enrolling in our school. Please forward the following information:

____ Complete school records, including attendance, academic transcripts/report cards, and immunization records. Number of science labs completed (if applicable) and exit grades.

____ Committee on Special Education materials, which may include CSE determination; the results of educational testing, including psychological, speech testing, etc., and Phase I and/or Phase II Individual Education Plans (IEP or 504).

to: Christian Academy of Western New York
789 Gilmore Avenue
North Tonawanda, New York 14120
Attention: Main Office

Thank you in advance for your cooperation in this matter.

Pursuant to Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, page 24672, parental permission is no longer required when records are requested by authorized school personnel.