



## Request for Copies of Records

*For applicants to grades 1-9*

### Dear Parent:

Please complete this form and submit to the registrar (or records-keeper) at your child's current school.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Parent/Guardian Name (printed)

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Please read and sign the following statement:

I authorize The New Academy to receive from \_\_\_\_\_ any and all transcript and/or official school records of my child.

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Parent/Guardian Signature

Date

### Dear Registrar:

*(Please note that this is not a final request for records.)*

The above-named student has applied to The New Academy. Please mail to us the following items

- ◆ A copy of the most recent report card or progress report for the current year
- ◆ A copy of any standardized test scores from the current year
- ◆ Copies of report cards from the previous two years
- ◆ Copies of standardized test scores from the previous two years
- ◆ A school profile, if available

If you have any questions or would like to speak to someone about this request, please call our Admissions Office.

**Please note that this student's application will not be considered complete without these records.**

Your prompt response will be greatly appreciated. If this student is accepted to and enrolls in The New Academy, you will receive a final Request for Records at a later time.

Kindly remit requested paperwork to:

**The New Academy**  
**Attention: Admissions Office**  
**3554 West Orange Country Club Drive**  
**Winter Garden, FL 34787**