

NEW COVENANT ACADEMY

Request for Cumulative Records for NCA admissions process

Date _____ Student's Name _____
To _____ Birth Date _____
_____ Grade Entering _____

The specific records requested are as follows:
(Please do not send student's original cumulative file)

- Academic transcript, achievement test scores or other documents which reflect the student's educational achievement; please include grading scale
- Attendance records
- All special education records, including but not limited to evaluations, IEPs
- Health/Immunization records, birth certificate
- All school psychological records
- All disciplinary records for incidents that have been recorded in the student's file

The educational record and other records designated above should be released and disclosed to:
New Covenant Academy, Admissions, 3304 S Cox Rd, Springfield, MO 65807
Phone (417) 887-9848 ext 403 Fax (417) 887-2419
dreynolds@newcovenant.net (email preferred)

I give my permission for copies of the requested information to be sent to New Covenant Academy for their admissions process. Do not withdraw student until notified.

Parent/ Guardian signature _____

The Family Educational Rights and Privacy Act of 1974 no longer require parental permission to release Student Educational Records to other educational institutions. (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No 113, Page 24673)