



Home of Evangel Christian School

Peter Timmins, Principal

SCHOOL RECORDS REQUEST

Name of Student _____
First Middle Last

Date of Birth _____ Current Grade _____

An official transcript of all records is requested by the student's parents and should include:

- Attendance information
- Academic records (including withdrawal grades)
- Immunization record and physical
- Standardized test scores
- Copy of birth certificate
- Behavioral reports
- IEP (if applicable)

PREVIOUS SCHOOL:

(Name of School and phone number)

(Address)

(City, State, Zip)

Schools: Please return the student records by postal mail to **(Evangel Christian School 14836 Ashdale Avenue, Dale City VA 22193)** or by faxing to **(703-670-7127)**.

FERPA allow schools to disclose students records, without written authorization from the parent, to school officials with legitimate educational interest or school to which a student is transferring (34 CFR 99.31)