



FAITH CHRISTIAN ACADEMY

138 Greensburg Road
Martinsburg, WV 25404
Phone (304)-263-0011 Fax (304)-267-0638
info@faithchristianacademy.net

REQUEST FOR RECORDS

The following student has applied for admission to Faith Christian Academy. Please send the information listed below to Faith Christian Academy as soon as possible. **Please note that this is not a transfer request by the parents.** A decision on this students' acceptance at Faith Christian Academy can not be made until the records can be reviewed.

Student's name: _____ **Grade:** _____

School: _____

Address: _____

Phone number: _____ **Fax number:** _____

- **Grades- previous two years and current year**
- **Standardized testing**
- **Attendance record**
- **Copy of birth certificate**
- **Health and Immunization record**
- **Any special education (I.E.P.) or psychological testing**
- **Verification that student is or is not under suspension/expulsion**

Date: _____

Request Sent: _____

Records Received: _____