



REQUEST FOR STUDENT RECORDS

TO THE APPLICANT'S PARENT/GUARDIAN:

Laura E. Mason Christian Academy requires official records from the applicant's current school in order to complete their application process.

I, _____, hereby give permission to the school secretary or principal at Laura E.
(parent/legal guardian name)

Mason Christian Academy who acts as the school registrar, to request school records for _____
(student name)

to be sent to 723 Storey Blvd., Cheyenne, WY 82009 where he/she has enrolled in grade _____. These records are to include progress or grade reports, attendance records, health records, behavioral, and all psychological and assessment records.

Signature of Parent/Guardian

Date

TO THE APPLICANT'S EXITING SCHOOL:

Name of School

Phone Number

School Fax Number

Street Address

City

State

Zip Code

The student named above has applied to Laura E. Mason Christian Academy. For LEMCA to complete enrollment, we request for the student's cumulative record be sent. Please include the following information:

1. All of the student's grade reports and official transcripts from your school plus any from other schools he/she has previously attended.
2. All Testing results.
3. All Health Records.
4. All Educational and Psychological Assessments, RTI Documentation, and IEPs or 504 Plan, if applicable.
5. Attendance Records.
6. Behavioral Records.

LEMCA Principal

Date