



CHRISTIAN
CENTRAL
ACADEMY

QUALITY EDUCATION – CHRISTIAN VALUES

In accordance with the Federal Rights and Privacy Act of 1974, a parent/guardian must grant permission for records to be transferred from one school district or agency to another school district or agency.

To assist us in securing (*transferring*) these records from the student's previous or current school to Christian Central Academy, the parent/guardian must complete and sign the following request. The parent/guardian may leave the completed request attached to the admission application and CCA will fax the request to the school or agency. Or the parent/guardian may deliver this completed form to the student's previous/current school's records/guidance office, requesting the necessary documents be sent (fax or regular mail) to CCA as soon as possible.

REQUEST for RECORDS TO BE RELEASED

I hereby authorize _____
(School or Agency)

(School Address and Phone Number)

to release school records (**academic, immunizations, IEPs, psychological testing/records**) relative to

(Name of Student)

my son/daughter to: **Christian Central Academy**
39 Academy Street
Williamsville, NY 14221
Attn: Admissions

To the School or Agency: You may fax to expedite: 716-634-5851.

(Date)

(Parent/Guardian Signature)

Please send: Academic Records, Health Records, Psychological Testing/Records.
(Note: **Student is applying for admission.** Review of all records is part of the admissions process.
We appreciate and need your prompt response. Thank you.)

10/30/07