



## 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 EXISTING 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 that 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)