



transcript request (New Enrollees Only)

Dear Parents: In order for Victory Christian Academy to obtain current school records of a student applying for admission, it is necessary for a parent or guardian to complete this form and **SUBMIT IT TO YOUR CHILD'S CURRENT SCHOOL.**

REQUEST FOR RELEASE OF CONFIDENTIAL STUDENT TRANSCRIPTS:

Name of Student _____ Date of Birth _____

Please send the following information:

- Scholastic records
- Immunization & Health record
- Standardized test scores
- Birth Certificate
- Social Security Number/copy of card
- Any diagnostic tests that have been administered
- Psychological/Sociological evaluations
- Discipline records

Current School should mail back to:
 Principal, Victory Christian Academy
 8491 Chamberlayne Road
 Richmond, VA 23227
 Phone: (804) 262-8256
 Fax: (804) 553-1905

NOTE: We do not enroll families with an unpaid balance to a prior school. Please inform us if the above student's account is not paid in full to your institution by the end of the school year.

Does this family owe your school any outstanding balances? No Yes If yes, please explain.

DISCIPLINE INFORMATION: Has this student ever been suspended or expelled from school? Yes No

If yes, when: _____ Please explain: _____

Please attach a copy of the expulsion/suspension notice.

Signature of Principal _____ Date _____

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AUTHORIZATION STATEMENT AND SIGNATURE

TO: (School Name & Address)

I authorize you to release the information specified above to Victory Christian Academy.

Signature of Parent or Guardian _____ Date _____

