



# Ad Fontes Academy

## Request for Copies of Records *For applicants to grades 1-12*

**Dear Parent:**

**Please complete the top portion of this form and submit to the registrar (or records-keeper) at your child's current school.**

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_

Please read and sign the following statement:

I authorize my child's current school to release copies of the records listed below to Ad Fontes Academy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**Dear Registrar:**

The above-named student has applied to Ad Fontes Academy. Please mail to us the following items (any that are applicable):

- ◆ A copy of the most recent report card or progress report for the current year
- ◆ A copy of any standardized test scores from the current year
- ◆ Copies of report cards from the previous year
- ◆ Copies of standardized test scores from the previous year
- ◆ Copies of disciplinary records
- ◆ A copy of health and immunization records
- ◆ A school profile, if available

If you have any questions or would like to speak to someone about this request, please call our Admissions Office. **Please note that this student's application will not be considered complete without these records.** Your prompt response will be greatly appreciated.

Registrar Name \_\_\_\_\_ Specific Title \_\_\_\_\_

School Name \_\_\_\_\_ School Phone \_\_\_\_\_

Please mail these items and this form to:

Ad Fontes Academy  
Attention: Admissions Office  
15452 Lee Highway  
Centreville, VA 20120

Email: [admissions@adfontes.com](mailto:admissions@adfontes.com)