



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

Email: admissions@adfontes.com Centreville, VA 20120