



MINTZ CHRISTIAN ACADEMY

2741 Mintz Road ♦ Roseboro, NC 28382 ♦ (910) 564-6221 Office ♦ www.mcanc.org

RECORDS TRANSFER REQUEST

Student Name: _____ Date of birth: _____ Grade applying for: _____

Name of Former School: _____

Address of School: _____

City

State

Zip

Principal: _____

School Phone: _____ School Fax #: _____

To whom it may concern,

My child has enrolled at Mintz Christian Academy. Please forward Mintz Christian Academy a complete academic file, including the following:

- Numerical academic grades/records including current grading period
- Current grade placement
- End of Grade test results
- Discipline report: Current status for student regarding suspension, expulsion, or felony charge
- Transcripts of grades prior to this school year
- Birth certificate
- Attendance records, including current year
- Standardized test records
- Any pertinent test scores (achievement, aptitude, competency, etc.)
- Health records (including immunization records)
- Any information related to child's educational planning (IEP, PEP, McKinney-Vento, psychological testing, etc.)

I hereby authorize school officials to release all student records/information (including confidential records) for the above named student to Mintz Christian Academy. Thank you for your prompt attention to the above request.

Parent/Legal Guardian's Signature

Date

The Admissions Office will request records of students accepted to MCA at the completion of the current school year.

Mid-Year Transfers – The Admissions Office will request records immediately after the student is accepted to MCA.