



THE MONTGOMERY ACADEMY

Transcript/Records Request Form

To the School Head or Registrar:

The student named below has made application for admission to The Montgomery Academy. To help us evaluate this student, **please forward this completed form along with a copy of the student's transcript (current and previous years' grades) and standardized test results.** An Official Transcript will be requested should the applicant enroll. Thank you for your assistance.

To be completed by School Head or Principal:

Has the applicant ever been suspended, expelled, or asked to leave school? Yes No

Is the applicant allowed to return to his or her current school? Yes No

Head of School or Principal's Signature: _____ Date: _____

Please complete this form and return it to:

Director of Admissions
The Montgomery Academy
3240 Vaughn Road
Montgomery, AL 36106
Fax 334-277-3240
admissions@montgomeryacademy.org

To be completed by the applicant's parents:

Student's Name: _____
First *Middle* *Last*

Current Grade: _____

Applicant for Grade: _____

I request and authorize the release of school records, including a complete transcript and results of any standardized tests to The Montgomery Academy. I understand that the records are confidential. I further authorize The Montgomery Academy to contact the school should there be additional information needed.

Parent Signature: _____ Date: _____