

REQUEST
FOR RELEASE
OF COPIES
STUDENT
RECORDS

SCHOOL REGISTRAR: THIS INFORMATION IS FOR THE ADMISSION PROCESS ONLY. DO NOT FORWARD
STUDENT CUMULATIVE FILES AT THIS TIME. ALL INFORMATION WILL REMAIN CONFIDENTIAL.

Date: _____

School: _____

Address: _____

City/State/Zip: _____

School Phone: _____ School Fax: _____

I authorize The King's Academy to request copies of the following school records for my student as
part of the 2025-2026 admissions process:

- Most recent report card — 2024-2025
- Last June's report card — 2023-2024
- Most recent standardized test scores, *if any*. (Star, Iowa Basics, Terra Nova, CAASPP, SAT)
- Immunization records
- Complete disciplinary records

Student Name _____

Grade _____ Date of Birth _____

I, _____, authorize _____

(Parent Signature)

(School Name)

to release copies of the above requested information.

Forward requested documents to admissions@TKA.org



THE KING'S
ACADEMY

562 N. BRITTON AVENUE
SUNNYVALE, CA
94085-3841

P: 408.481.9900
WWW.TKA.ORG

Thank you,

Michele Duncan,

Admissions Director

THE KING'S ACADEMY

P: 408.481.9900 x4222