



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 email this completed form along with the following:

- 1.) A copy of the student's transcript
- 2.) All standardized test results including annual state testing, STAR, PSAT, PreACT, etc.

An Official Transcript will be requested should the applicant enroll.

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 return this completed form by email to
admissions@montgomeryacademy.org**

To be completed by the applicant's parents:

Student's Name: _____

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 the records are confidential. I further authorize The Montgomery Academy to contact the school should there be additional information needed.

Parent Signature: _____ Date: _____