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 2027-2028 admissions process:

- Most recent report card — 2026-2027
- Last June's report card — 2025-2026
- 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

Thank you,

Michele Duncan,

Admissions Director

THE KING'S ACADEMY

P: 408.481.9900 x4222

THE KING'S ACADEMY

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SUNNYVALE, CA
94085-3841

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