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## REQUEST FOR TRANSCRIPT

**Completed by Parent/Guardian:**

The following student has applied for admission to Columbia Academy. As the parent/guardian for this student, I authorize release of his/her educational records to be used for the Columbia Academy admissions process. Thank you.

Student's full name \_\_\_\_\_

Current/Most Recent Grade: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current/ Most Recent school attended w/ Address: \_\_\_\_\_

School Phone & Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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*Columbia Academy School Use ONLY:*

**Please release an unofficial copy of the above student's transcript in our admissions process. If available, the following information is requested:**

- Transcript of all work including a copy of a current report card
- All pertinent disciplinary records
- All special education records or psychological testing
- Immunization and health records

**School Counselor/Administrator:**

**Date:** \_\_\_\_\_

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**Send records to appropriate office:**

Columbia Academy - Attention: Admissions Department  
1101 West 7<sup>th</sup> Street, Columbia, TN 38401, Phone: 931-490-4302 / Fax: 931-398-5344  
Email: admissions@cabulldogs.org