



CAPSTONE Classical Academy

APPLICANT SCHOOL RECORDS REQUEST

Instructions for Parents:

Please give this completed form to your child's current school, requesting photocopies or scanned images of the following records. DO NOT request the originals. Original records will be requested of your child's current school only after your child is enrolled at Capstone Classical Academy (CCA). The requested information is confidential and will be used only by the admissions committee at CCA.

Parent Authorization for Release of Records and Recommendations:

The undersigned parent or legal guardian is hereby authorized, and consents to the release of any and all educational records, behavioral records, recommendations, and any other such information from any educational institution as may be requested by the admissions office at CCA.

Student _____
Last Name First Name Middle Name Date of Birth

Parent/Guardian _____ **Phone** () _____
Last Name First Name

Current School _____ **City** _____

Point of Contact for Current School _____ **Title** _____

Email Address of Current School Contact _____

School Contact Phone _____ **Fax** _____

Signature of Parent/Guardian _____ **Date** _____

Instructions to the Secretary/Registrar/Counselor at Current School:

The above named student is an applicant for admission to Capstone Classical Academy (CCA). Please send copies (NOT originals) of all of the requested documents listed below to:

Admissions Counselor, Capstone Classical Academy
3910 25th St. S.
Fargo, ND 58104
admissions@capstoneclassical.com

- Copy of last two years' report cards
- Copy of two most recent standardized test score reports
- Copy of IEP (or other learning plans) and psychological-educational evaluation reports
- Pre-K and Kindergarten Applicant Teacher Recommendation Form
- Elementary (applicants for grades 1-6) Teacher Recommendation Form
- Teacher recommendation form for English (applicants entering grades 7-12)
- Teacher recommendation form for Math (applicants entering grades 7-12)
- Principal or counselor recommendation form for citizenship and behavior