



REQUEST FOR STUDENT RECORDS (Enrolled at NCA)

Please complete this form and present it to the school you are leaving.

This form serves as a notice and confirmation that the student below has enrolled at Northwest Classical Academy. This form also authorizes the release of and requests student records for the student below.

If you have received this form and have any questions, please contact:
Records Department
records@nwclassical.org

Date: _____ Name of School: _____

Student Information:

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ (MM/DD/YYYY) Last Grade Completed: _____

Final Month/Year Completed: _____

Please send a copy of the following education records for the student named above:

- Transcript/Final Report Card
- All standardized test results
- Complete discipline record
- IEP (Individualized Education Plan)
 - Parental consent for placement signed page
- RTI or EIP intervention plans
- Psychological Evaluations
- Initial and Reevaluation Eligibility Reports

Email To: Records Department
records@nwclassical.org
3010 Cobb Parkway, NW
Kennesaw, GA 30152

Name of Authorizing Parent/Guardian:

Last: _____ First: _____

Mailing Address: _____

Phone Number: _____

I understand that a student's education records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA), or with the written permission of the student's parent or legal guardian, or of the student (if the student is over 18 years old). Student records are kept in accordance with the Georgia Records Act.

Signature of authorized person (student, if 18 or older), otherwise parent/guardian

Signature: _____ Date: _____