

FAMILY CHRISTIAN ACADEMY

8919 WORLD MINISTRY AVE.

BATON ROUGE, LA 70810

(225) 768-3027 . (225) 768-3213 FAX . WWW.FCACADEMY.NET



Request for School Records & Transcripts

Student's FULL Name while in School: _____

Date of Birth: _____ Current Grade OR Date Graduated: _____

Contact Name: _____ Number: _____

Requesting:

_____ School Transcript only

_____ School Transcript and Standardized Test Scores

_____ Immunization Records

_____ Birth Certificate

_____ Other _____

Purpose of Request:

_____ Insurance

_____ College Admissions

_____ Scholarships

_____ Personal Record

_____ SSI or other State Social Services reason

_____ Transferring Schools

When records are ready:

_____ Pick-up: Name _____ Phone Number: _____

_____ Email to: _____

_____ Fax to: _____ Fax Number: _____

_____ Mail to: _____

(For more than one address, please attach a list.)

Signature: _____ Date of Request: _____

OFFICE USE: Date Received _____ Date Completed _____

Office Signature: _____

***RECORDS WILL NOT BE RELEASED IF FINANCIAL OBLIGATIONS HAVE NOT BEEN FULLY MET.**

PLEASE ALLOW 3 TO 5 DAYS FOR PROCESSING.