



## REQUEST FOR RECORDS

*Preparing disciples to disciple the world*

Request Date: \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

The following student has applied for enrollment in our school. Please forward to us, as soon as possible, complete records for these student(s). Please include academic, health, psychological, discipline, IEP files and any other pertinent information. Thank you

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date enrolled in your school: \_\_\_\_\_

**Please indicate if this student is presently expelled or suspended:**

Suspended until: \_\_\_\_\_ Offense: \_\_\_\_\_

Expelled: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Is there a discipline record on the student? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please include the complete discipline record with the other requested records.

**Please fax grades and immunization records in addition to the records requested above.**

I authorize the release of all school records, including academic, discipline/behavior, special education, Section 504 records to Living Water Academy 17770 Mueller Rd. Wildwood, MO 63038. In addition, I give permission for staff to discuss my child with the teacher or Head of School at Living Water Academy.

\_\_\_\_\_  
(Parent or guardian signature) Date: \_\_\_\_\_

**Please return a copy of this letter with all requested records.**

\_\_\_\_\_  
(Date Sent)

\_\_\_\_\_  
School Official/Registrar

Thomas D. Keller, Head of School