

REQUEST  
FOR RELEASE  
OF COPIES  
OF STUDENT  
RECORDS

**SCHOOL REGISTRAR:** THIS INFORMATION IS FOR THE ADMISSION PROCESS ONLY. **DO NOT FORWARD STUDENT CUMULATIVE FILES AT THIS TIME.** ALL INFORMATION WILL REMAIN CONFIDENTIAL.

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

School: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

I authorize The King's Academy to request copies of the following school records for my student as part of the 2023-2024 admissions process:

- Most recent report card — 2022-2023
- Last June's report card — 2021-2022
- Most recent standardized test scores, *if any*. (Star, Iowa Basics, Terra Nova, CAASPP, SAT)
- Immunization records
- Complete disciplinary records

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

I, \_\_\_\_\_, authorize \_\_\_\_\_

*(Parent Signature)*

*(School Name)*

to release copies of the above requested information.

*Forward requested documents to [admissions@TKA.org](mailto:admissions@TKA.org)*



562 N. BRITTON AVENUE  
SUNNYVALE, CA  
94085-3841

P: 408.481.9900  
WWW.TKA.ORG

Thank you,

*Michele Duncan,*

*Admissions Director*

*THE KING'S ACADEMY*

*P: 408.481.9900 x4222*