Town Creek Christian Academy
Authorization of Release of Educational Records

Name of School	Point of Contact	Email	Fax Number
_____	_____	_____	_____

Please complete the authorization below and send it to your former or current guidance counselor, instructional leader, or principal.

Student's Last Name	First Name	Middle	Enrolling Grade
_____	_____	_____	_____

In accordance with federal regulations regarding the privacy rights of parents and students under The Family Educational and Privacy Act of 1974, the undersigned hereby consents to the release to Town Creek Christian Academy of all medical, educational, disciplinary, social and/or psychological information regarding the above-named individual who is applying to TCCA, including recommendations and such other information as my be requested.

Date	Signature of Parent/Legal Guardian
_____	_____

To Principal, Lead Teacher or Guidance Counselor:

The student named above has made application for admission to Town Creek Christian Academy. We would appreciate your prompt sending of the following:

1. A transcript of the student's record to date, including grades for courses in progress
2. A copy of the student's test profile to date
3. A copy of all health records, including immunizations, vision and hearing tests
4. A copy of the student's discipline record to date
5. If applicable, please provide a copy of all Psychological reports, Individual Educational Plan, Special Educational Placement Forms
6. Please note whether or not this family has any outstanding balances owed to the school

If this student is admitted to Town Creek Christian Academy, at the termination of the school year we will request a final transcript of the student's record. Please hold this authorization form on file so that a second form will not be necessary at that time.

Should the student be accepted, discovered non-disclosure of information related to previous behavior disorders, educational, emotional, or substance abuse history would be grounds for immediate dismissal from Town Creek Christian Academy.

Please return to:

Town Creek Christian Academy
250 Town Creek Road
Aiken, SC 29803
Phone: (803) 649-9792
Fax: (803) 641-3133
www.towncreekchristianacademy.com