



REQUEST FOR
CONFIDENTIAL RECORDS
2010/2011

SOUTHWEST CHRISTIAN SCHOOL
OFFICE OF ADMISSIONS - PREPARATORY

7001 Benbrook Lake Drive - Fort Worth, TX 76132

(817) 294-9596 · Fax (817)292-3644

Student name _____ DOB _____ Applying for grade _____

Present or last school attended _____

School Street Address _____

City/State/Zip _____ Phone _____ FAX _____

In accordance with the federal regulations regarding the privacy rights of parents and students under the Family Educational and Privacy Act of 1974, the undersigned hereby requests release to Southwest Christian School (SCS) copies of all educational records (including statement of disciplinary action or disciplinary records) and other information as may be requested about the above-named individual.

Date

Signature of Parent or Guardian

TO PRINCIPAL OR GUIDANCE COUNSELOR:

We would appreciate you promptly sending the following documents:

- ◆ *Transcript and latest grades*
- ◆ *Standardized test results*
- ◆ *Any specialized testing results or placement in special programs*
- ◆ *Certificate of immunization, birth certificate and health Records*
- ◆ *All disciplinary records or official statement of Disciplinary action*

PLEASE MAIL OR FAX TO: Southwest Christian School
Admissions Office – Preparatory
7001 Benbrook Lake Drive
Fort Worth, TX 76132
FAX: 817-292-3644