

**SOUTHWEST CHRISTIAN SCHOOL**

Office of Admissions – Elementary  
6801 DAN DANCIGER ROAD • FORT WORTH, TX 76133  
(817) 294-0350 • FAX (817) 294-0752

**Request for Confidential Records**

Student name: \_\_\_\_\_ DOB: \_\_\_\_\_ Applying for grade: \_\_\_\_\_

Present or last school attended: \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

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

\_\_\_\_\_  
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 and health records*
- ✓ *All disciplinary records or official statement of disciplinary action*

**PLEASE MAIL OR FAX TO:** **Southwest Christian School**  
Admissions Office – Elementary  
6801 Dan Danciger Rd.  
Fort Worth, TX 76133  
FAX: 817-294-0752