



REQUEST FOR TRANSCRIPT

The following student has applied for admission to Christ the King School. As their parent/guardian, I authorize release of their transcript to be used by CKS in their admissions procedure. Thank you.

NB New Federal Law 99.31 – no parent signature is required for educational records sent to another educational agency.

To (Current School): _____

Current School Address: _____

Current School City/State/Zip: _____

Current School Phone: _____ Current School Fax: _____

Student's Full Name: _____

Student's Address: _____

Student's Date of Birth: _____ Current Grade: _____

Please send the following:

- 1) Transcript of all grades completed to date
- 2) Current report card with at least one semester of grades, if possible; and at least 3 years of prior report cards
- 3) Grading scale if numerical scale is used
- 4) Standardized test scores
- 5) Birth Certificate, Baptismal Certificate/First Communion Certificate (if applicable)
- 6) Any special education records
- 7) Tennessee Department of Health Certificate of Immunization

Submit to:

Christ the King School
Attn: Director of Admissions
3105 Belmont Boulevard
Nashville, TN 37212

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