

School Record Request

Randolph-Macon Academy
THE POWER OF RISE

||| ADMISSIONS OFFICE

To the Parent: Please complete this form and take it to the guidance office at your student's current school.

I authorize the release of all records, both cumulative and confidential, pertaining to

my son/daughter _____,

date of birth _____ / _____ / _____,

from _____
Name and address of current school

to Randolph-Macon Academy.

(_____) _____
Current School Phone Number

(_____) _____
Current School Fax Number

School Contact Email Address

Please submit the requested items to Randolph-Macon Academy by _____
Date

Signature of Parent/Guardian

Date

(continued)



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To the School: Please answer the following questions and send this form and the requested information by the date indicated above.

To your knowledge, has the student ever exhibited chronic absenteeism?

Yes ____ No ____

While a student at your school, has the student been disciplined for any severe breach of conduct, either academic or social?

Yes ____ No ____

Is the student currently in good standing at your school?

Yes ____ No ____

A copy of all items listed below (if applicable) must be received to complete the application process.

You are specifically authorized to release the following:

- Transcript, including grades to date for this school year and the past two consecutive years
- Standardized test results, ability and achievement tests
- Conduct report
- Special education information (I.E.P., psychological records, etc.) (most recent)
- Other reports of individual assessments or placements

School Official's Signature _____

Date _____

Print Name _____

Job Title _____

Please mail, fax, or email the school records to Randolph-Macon Academy's Office of Admission.

||| 200 Academy Drive, T: 1-540-636-5200 E: Admissions@RMA.edu
Front Royal, F: 1-540-636-5419 www.rma.edu
VA 22630

