

# RECORDS REQUEST

**To Parents:**

Please complete and sign this request. Deliver to your child's current school after January 1. Complete school records are required by March 1.

My child is an applicant for admission to The Wood Acres School. I hereby authorize you to release to The Wood Acres School all educational records pertaining to my child.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name Of School:** \_\_\_\_\_

\_\_\_\_\_ is a candidate for admission at The Wood Acres School. Please provide a complete transcript including:

- Report Cards
- Standardized Test Scores
- Special Education Records (if applicable)
- Educational Evaluations
- Birth Certificate
- Immunization Record

**Forward the complete transcript to:**

Admissions Office  
The Wood Acres School  
1772 Johnson Ferry Road  
Marietta, GA 30062  
(770) 971-1880  
(770) 321-5054 fax

**Thank you for your assistance.**