



## Lee-Scott Academy Transcript/Records Request Form

To the Head of School, Principal or School Registrar:

The student named below has applied for admission to Lee-Scott Academy. To help us evaluate this student, **please forward this completed form along with a copy of the student's transcript (current and previous years' grades), attendance record, IEP or 504 plan (if applicable) and standardized test results.** An Official Transcript will be requested should the applicant enroll. Thank you for your assistance.

**To be completed by the Head of School or Principal:**

Has the applicant ever been suspended or expelled? Yes ☐ No ☐

Does the applicant have a discipline record? Yes ☐ No ☐

Head of School or Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this form and return it to :

Leigh Smith, Director of Admissions

Lee-Scott Academy

1601 Academy Drive

Auburn, AL 36830

Fax: 334-821-0876

[lsmith@lee-scott.org](mailto:lsmith@lee-scott.org)

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To be completed by the applicant's parents:

**Student's Name:** \_\_\_\_\_

**Current Grade:** \_\_\_\_\_

**Applying for Grade:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

I request and authorize the release of school records, including a complete transcript, IEP (if applicable) Section 504 plan (if applicable) and results of any standardized tests to Lee-Scott Academy. I understand that the records are confidential. I further authorize Lee-Scott Academy to contact the school should there be additional information needed.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_