**717-755-6438**

**3930 Farm Drive**

**York, PA 17402**

**RECORD RELEASE REQUEST FORM**

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s most recent school

FROM: Grace Academy Fax: 717-755-4807

RE: Records for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name

D.O.B.: \_\_\_\_\_\_\_\_\_\_\_\_\_

**As the parent and/or legal guardian, I give my permission for the school listed above to release records to Grace Academy, 3930 Farm Drive, York, PA 17402.**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

GRACE ACADEMY ADMINISTRATIVE USE ONLY

Requesting COPIES of records for preliminary use. Student has not yet been accepted: Please send the most recent report cards, discipline notices, behavioral or psychological reports, and any other assessments.

Requesting ORIGINALS of student records as student has been accepted and enrolled at Grace Academy beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please send the most recent report cards, discipline notices, behavioral or psychological reports, and any other assessments.

Please call 717-755-6438 or email Shane Lehman at [Director@GraceAcademyOfYork.com](mailto:Director@GraceAcademyOfYork.com) with any questions regarding the information being requested.