

## SCHOOL TRANSCRIPT AND RECORDS RELEASE

Please sign in the space provided. Broadwater Academy will then submit this form to your son's/daughter's most recent school's principal or guidance counselor.

Applicant's Name \_\_\_\_\_

Current School \_\_\_\_\_ Current School Phone Number \_\_\_\_\_

Current School Address \_\_\_\_\_

Current Grade Level \_\_\_\_\_

I consent to the release of my child's records to Broadwater Academy.

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

PARENT OR GUARDIAN

### TO SCHOOL REGISTRAR:

The above-named student is applying for admission to Broadwater Academy. Please email the records for this student, including

- transcripts of past academic record (a minimum of three years prior are required; all years are preferred)
- grades earned during the current year to date
- a copy of the grading scale used to determine grades
- records of attendance
- health records (copy of physical and immunization record)
- standardized tests
- confidential files
- any other pertinent information that is available.

### FORWARD INFORMATION TO:

Sheila Sheppard

Director of Admissions

[ssheppard@broadwateracademy.org](mailto:ssheppard@broadwateracademy.org)

757.442.9041 extension 120 (telephone)

757.442.9615 (fax), available but not preferred

P.O. Box 546

Exmore, VA 23350

Broadwater Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administrations of its educational policies, admission policies, and scholarship, athletic, and other school-administered programs.