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 Kansas City, MO 64164
 Phone: (816) 455-3513

E-mail: admissions@fcaclassical.com
www.fcaclassical.org

STUDENT RECORDS REQUEST

I. To Be Completed By the Parent

This document will be sent to each of your children's previous schools. Please complete section I and return it to the FCA office.

Child's Name	Date of Birth	Grade Completed	Most Recent School Attended (Name, Address, Phone/Fax Number, Email Address)	Additional School Attended (Name, Address, Phone/Fax Number, Email Address)

 Parent Signature

 Date

 Phone Number

The above family is seeking enrollment at Faith Christian Academy. Please email the following documents to admissions@fcaclassical.com.

____ Withdrawal form with transfer grades

____ Immunizations and health records

____ Official transcript with all grades

____ Birth certificate

____ Standardized test results

____ Discipline records

____ Attendance records

____ IEP records

____ Diagnostic evaluation report

____ 504 plan

*According to the Missouri Safe School Act Section 167.020.7 RsMo., any school district receiving a request for records must respond within five (5) business days of the receipt of request and must include discipline records. Violation of this subsection is a Class B misdemeanor.
 Federal Law 99.21 states: No parent signature is required for education records to be sent to another educational agency.*