

**TRANSCRIPT REQUEST  
for new students  
Landmark Christian School**

Dear Parents: In order for Landmark Christian School to obtain current school records of a student applying for admission, it is necessary for a parent or guardian to complete the appropriate portions of this form and **SUBMIT TO YOUR CHILD'S CURRENT SCHOOL.**

**REQUEST FOR RELEASE OF CONFIDENTIAL STUDENT TRANSCRIPTS:**

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Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Please send the following information:

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| <ul style="list-style-type: none"><li>• Scholastic records</li><li>• Immunization &amp; Health record</li><li>• Standardized test scores</li><li>• Birth Certificate</li><li>• Social Security Number/copy of card</li><li>• Discipline records</li></ul> | <p>Current School should mail back to:<br/>Landmark Christian School<br/>Admissions Office<br/>4000 Creighton Road<br/>Richmond, VA 23223<br/>Phone (804) 644-5550<br/>Fax: (804) 644-5557</p> |
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**Discipline Information**

- Has this student ever been suspended from school?       Yes  No  
Has this student ever been expelled from school?       Yes  No

If yes, when? \_\_\_\_\_ Please explain \_\_\_\_\_

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Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**AUTHORIZATION STATEMENT AND SIGNATURE**

To: (School Name & Address) \_\_\_\_\_

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I authorize you to release the information specified above to Landmark Christian School.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_