



Request for Copy of Academic Transcript

(Must be submitted for students entering 1st-12th Grade)

Student's Name _____ Current Grade: _____
Last First Middle

Previous School: _____

School Address: _____

City _____ State _____ Zip Code _____

Date of Birth ____/____/____

The above named student is *applying/registering for admission* at Medina Christian Academy. In order for us to evaluate his/her application and academic standing, please forward academic records to my office as soon as possible.

Records should include:

- **Report cards from two complete academic years**
- **Printed and signed transcript**
- **Most current report card available**
- **Complete test record (include summary test labels only)**
- **Immunization records**

Please mail records to:
Medina Christian Academy
Attn: Admissions
3646 Medina Road
Medina, OH 44256

Or scan records and attach to email
admissions@mcaschool.net

Parent/Guardian Signature: _____ **Date:** ____/____/____

Parents, Please Note: Return this completed form to the MCA main office.