



Request for Copy of Academic Records

(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 our office as soon as possible. THIS IS NOT A LETTER OF WITHDRAWAL FROM YOUR INSTITUTION.

Records should include:

- Report cards from last two complete academic years
- IEP, ETR, and/or 504
- Printed and signed transcript (9th grade and above)
- 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 office