



Collegedale Academy
PO Box 568 (USPS address)
4820 University Dr (UPS/FedEx address)
Collegedale, TN 37315
Ph: (423) 396-212 Fax: (423) 396-2218
E-Mail: hhoffman@collegedaleacademy.com

Records Request for _____

To: _____ School: _____

Re: _____ Fax#: _____

Date of Birth: _____

Current Grade: _____

Date of Request: _____

Please forward the following records:

- | | |
|---|-------------------------|
| _____ Official Transcript of grades | _____ Cumulative folder |
| _____ Grades at time of withdrawal | _____ Test scores |
| _____ IEP or other special education plans, testing, or needs | |
| _____ Health records: immunizations and current physical | |
| _____ Other _____ | |

Fax: 423-396-2218
Email: hhoffman@collegedaleacademy.com
Mail to:

Registrar
Collegedale Academy
PO Box 568
Collegedale, TN 37315

Registrar/Guidance Counselor Signature: _____

Parent Signature: _____

Notes: _____