



**Collegedale Academy**  
PO Box 598 (USPS address)  
4856 College Drive, East (UPS/FedEx address)  
Collegedale, TN 37315  
Ph: (423) 396-3020 Fax: (423) 396-3043  
E-Mail: [dreed@collegedaleacademy.com](mailto:dreed@collegedaleacademy.com)

### Records Request

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

\_\_\_\_\_ Birth Certificate

\_\_\_\_\_ Other \_\_\_\_\_

Fax: 423-396--3043

Email: [dreed@collegedaleacademy.com](mailto:dreed@collegedaleacademy.com)

Mail to:

Registrar

Collegedale Academy

PO Box 598

Collegedale, TN 37315

Registrar/Guidance Counselor Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Notes: \_\_\_\_\_