



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

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

_____ Other _____

Fax: 423-396--3043
Email: dreed@collegedaleacademy.com
Mail to:
Registrar
Collegedale Academy
PO Box 598
Collegedale, TN 37315

Registrar/Guidance Counselor Signature: _____

Parent Signature: _____

Notes: _____