

# SCHOOL TRANSCRIPT & RECORD RELEASE FORM

Please sign in the space provided. Broadwater Academy will then submit this form to your son's/daughter's most recent school's principal or guidance counselor.

Applicant's Name \_\_\_\_\_

Current School \_\_\_\_\_ Current School Phone Number \_\_\_\_\_

Current School Address \_\_\_\_\_

Current Grade Level \_\_\_\_\_

I consent to the release of my child's records to Broadwater Academy.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

## TO SCHOOL REGISTRAR:

The above-named student is applying for admission to or enrolling in Broadwater Academy. Please email the records for this student, including the following:

- transcripts of past academic record (a minimum of three years prior are required; all years are preferred)
- grades earned during the current year to date
- a copy of the grading scale used to determine grades
- records of attendance
- health records (copy of physical and immunization record)
- standardized tests
- confidential files
- any other pertinent information that is available

## FORWARD INFORMATION TO:

Carol Bowen  
Director of Enrollment Management  
cbowen@broadwateracademy.org  
757.442.9041 ext. 114 (phone)  
757.442.9615 (fax)  
PO Box 546  
Exmore, VA. 23350

Broadwater Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and scholarship, athletic, and other school-administered programs.

