



Release of Records Form

Parents complete the entire front side of page.

STUDENT IDENTIFICATION	Last:	First:	Middle:
	Date of Birth:	Entering Grade:	

This form authorizes the release of your child's permanent records from previously attended schools to Heritage Baptist Academy. The types of records to be sent are attendance information, academic records, standardized test results, school enrollments, and health forms.

PREVIOUS SCHOOL		
Name of School last attended:		
Street Address		Primary phone
City/State	Zip	Fax Number

RECORDS RELEASE	
<p>Dear Academic Administrator:</p> <p>Please have a qualified staff member complete the Student Referral Form printed on the reverse side of this document. This individual should be one with first-hand knowledge of the above-listed child. Thank you for your cooperation and extra time required to complete this referral.</p> <p>When complete, please fax or mail this form and requested records directly to:</p> <p>HERITAGE BAPTIST ACADEMY, 711 N. Houston Levee Rd., Cordova, TN 38018</p> <p>Tel: 901-322-6300 Fax: 901-322-6309</p>	
Parent/Guardian Printed:	Date
Parent/Guardian Signature:	

SEE REVERSE SIDE

THE INFORMATION BELOW IS TO BE HELD IN THE STRICTEST CONFIDENCE.

STUDENT REFERRAL INFORMATION

1. Length of time student has attended your school:

2. Grade placement for current (or most recent) academic year:

3. Suggested grade placement for upcoming academic year:

4. Has this student ever been recommended for or identified as needing (check all that apply):

psychological testing special education or remedial courses advanced placement

grade retention tutoring gifted program

5. Rate the student using the following criteria: E=Excellent G=Good S=Satisfactory U=Unsatisfactory

_____ Academic achievement	_____ Attention span	_____ Effort
_____ Punctuality	_____ Respect for peers	_____ Respect for authority
_____ Academic ability	_____ Study habits	_____ Obedience of policy
_____ Classroom conduct	_____ Attendance	_____ Ability to work with others
_____ Self-control	_____ Following directions	

6. To your knowledge, has the student had any history of serious conduct problems? Yes No
If yes, please explain:

7. To your knowledge, has the student ever been expelled? Yes No
If yes, please explain:

8. Please comment on this student's attitude toward school:

9. Please comment on your estimation of the student's moral character:

10. Please list recognitions for academic, athletic, artistic, or character performance:

11. Rate parental participation: : E=Excellent G=Good S=Satisfactory U=Unsatisfactory

_____ Interest in student progress	_____ Support of administration	_____ Prompt payment of tuition and fees
_____ Adherence to school policy	_____ Acceptance of teacher's suggestions	

Further comments regarding parental participation:

Names of persons completing form:	Name	Title	Date
	Name	Title	Date

Thank you for your time and your heart-felt answers to these questions! If you have additional comments or any questions, please call Pastor Rich Sevilla, Administrator. **PLEASE DO NOT RETURN THIS RECOMMENDATION TO THE FAMILY.** Mail it directly to Heritage Baptist Academy / 711 N. Houston Levee / Cordova, TN 38018 or fax to 901-322-6309.