



Brookstone Christian Academy

2393 North Monroe Street, Monroe, Michigan 48162
(734)241-3130 | Admin@BrookstoneChristian.org
www. BrookstoneChristian.org

SCHOOL RECORDS REQUEST FORM

Section I: To the Requestor

Brookstone Christian Academy requires official records for the below named student in order to complete the application process. Complete section I of this form and deliver to the student's previous/current schools. Records are required for the previous two years, or back to first grade. A request must be sent to all applicable schools to ensure a complete record.

Full name of applicant

Grade to which applying

Signature of parent/guardian

Date

Section II: Registrar, School of Previous Enrollment

The Academy is in receipt of an application of enrollment for the above name student. A complete and accurate academic history is necessary for an admissions decision.

Please forward all relevant up-to-date student data for the last two academic years through current enrollment, to include progress reports, grade cards, attendance records, standardized/placement test results, IEP/support records, evaluations, service plans, and disciplinary records.

Have all financial obligations to your school been satisfied? YES NO

Has the student left under disciplinary

Please return this form along with records to:

Brookstone Christian Academy
2393 N. Monroe Street
Monroe, MI 48145

Or submit electronically to:

Admin@BrookstoneChristian.org

Completed by: _____

Print Name

_____ Title

Signature

Date

*I will instruct you and teach you in the way you should go;
I will guide you with my eye upon you. (Psalm 32:8)*