

Ascension Leadership Academy

SCHOOL REPORT AND TRANSCRIPT REQUEST



Please complete this form, attach the requested information, and return all documents to:
Ascension Leadership Academy, Admission Team, 130 E. North Street, Suite C, Talladega, AL 35160

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Please enclose:
.....
1. An official transcript
.....
2. Record of student's standardized testing results
.....
3. 504 or special education records (if applicable)
.....

GENERAL INFORMATION:

_____ has been enrolled in _____
(Student's Name) (Name of Present School)

from _____ 20_____, to _____ School Phone: _____
(Month) (Year) (Month/Year)

Principal or Records Contact Person: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

If attendance and tardy records are not included on your school's transcript, please indicate numbers here:

Current Year: _____ Tardy _____ Absent _____ Previous Year: _____ Tardy _____ Absent _____

Average grades earned in the last grading period (attach grade report): _____

If this student has been in disciplinary trouble at your school, please describe: _____

Additional comments that you feel will be helpful to us as we evaluate the appropriateness of this student for admission into our educational program: _____

Name and location of previous school: _____

EDUCATION INFORMATION:

Does the student currently qualify for 504 services? Yes _____ No _____ If yes, please include the 504 Plan.

Does the student qualify for special education services? Yes _____ No _____ If yes, please list exceptionality _____. Attach the IEP and special education documentation required for provision of services.

If the student does not currently receive special education services, is there a record of referral for special education services? Yes _____ No _____ If yes, please provide documentation of referral and referral decision.

Signature: _____ Date: _____

Name: _____ Title: _____

We appreciate the time and effort required to complete this report. Your data and comments will help us make appropriate decisions relative to the student.