



## ELEMENTARY - REQUEST FOR TRANSCRIPT

### Completed by Parent/Guardian:

The following student has applied for admissions to Lipscomb Academy. As their parent/guardian, I authorize release of their transcript to be used by Lipscomb Academy in their admissions procedure. Thank you.

Student's full name: \_\_\_\_\_

Current grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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### Lipscomb Academy Use Only:

Please release an unofficial copy of the above student's transcript to be used in our admissions process. If available, the following information is requested:

- Transcript of all work including a copy of a current report card.
- Withdrawal grades for subjects in progress.
- All pertinent disciplinary records.
- Immunization and health records.
- All available test scores (standardized testing).
- All special education records or psychological testing.
- Grading scale if numerical scale is used.

Sending counselor: \_\_\_\_\_ Date: \_\_\_\_\_

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### Contact Info:

Lipscomb Academy  
Attn: Jennifer Green – Elementary Admissions  
4517 Granny White Pike  
Nashville, TN 37204  
615.966.6320 Phone 615.966.7624 Fax