

This student has applied to FACS. Please help us with acquiring records for Admissions review.

Student's Name _____ Current Grade _____

School Last Attended _____

School Address _____ City _____ State _____ Zip _____

School Fax # _____ Records Email Address _____

AUTHORIZATION

I, _____ hereby authorize the release of any official records, complete transcript of grades, test scores, and other teacher-referred information concerning the above-mentioned student's academic and behavioral performance.

I, _____ understand that records will not be released if I am under any financial obligation. If my records are unavailable, the enrollment will be delayed until the records are released.

Parent/Guardian Signature

Date

SEND RECORDS TO

First Assembly Christian School

Attn: Admissions

8650 Walnut Grove Rd

Cordova, TN 38018

Office (901) 458-5543

Fax (901) 324-3558

ellen@facsmemphis.org

PLEASE SCAN AND EMAIL THE FOLLOWING INFORMATION AS SOON AS POSSIBLE:

- Official complete transcript through last grade attended
- Copy of student's previous year's and current report card
- Standardized test scores
- Certificate of immunizations and birth certificate
- Any additional academic or behavioral information that may be relevant to the student's file

FACS OFFICE USE ONLY:

DATE SENT

DATE RECEIVED

Student's Name _____ Current Grade _____

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Parent/Guardian Signature

Date

SEND RECORDS TO

First Assembly Christian School

Attn: Records

8650 Walnut Grove Rd

Cordova, TN 38018

Office (901) 531-7646

Fax (901) 324-3558

clong@facsmemphis.org

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