Northside Christian Academy
Authorization of Release of Educational Records

Please complete the authorization below and send it to your former or current guidance counselor, instructional leader, or principal.

_____	_____	_____	_____
Student's Last name	First Name	Middle	Enrolling Grade

In accordance with federal regulations regarding the privacy rights of parents and students under The Family Educational and Privacy Act of 1974, the undersigned hereby consents to the release to Northside Christian Academy of all medical, educational, disciplinary, social and/or psychological information regarding the above-named individual who is applying to NCA, including recommendations and such other information as may be requested.

_____	_____
Date	Signature of Parent/Legal Guardian

To Principal, Lead Teacher or Guidance Counselor:

The student named above has made an application for admission to Northside Christian Academy. We would appreciate your prompt sending of the following:

1. A transcript of the student's record to date, including grades for courses in progress
2. A copy of the student's test profile to date
3. A copy of all health records, including immunization, vision and hearing tests
4. A copy of the student's discipline record to date
5. If applicable, please provide a copy of all psychological reports, Individual Educational Plan, Special Educational Placement Forms
6. Please note whether or not this family has any outstanding balances owed to the school
7. If applicable, please provide a copy of legal or custody documentation from court for separated or divorced families

If this student is admitted to Northside Christian Academy, at the termination of the school year we will request a final transcript of the student's record. Please hold this authorization form on file so that a second form will not be necessary at that time.

Should the student be accepted, discovered non-disclosure of information related to previous behavior disorders, educational, emotional, or substance abuse history would be grounds for immediate dismissal from Northside Christian Academy.

Please return to:

Northside Christian Academy
4347 Sunset Blvd.
Lexington, SC 29072

Phone: (803)520-5656
Email: nca@ncak12.org
Fax: (803)520-5661