



# TIMBERLAKE CHRISTIAN SCHOOLS RECORDS REQUEST

Please forward all records requested below for

Student Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_ Current Grade \_\_\_\_\_

Previous School Name \_\_\_\_\_

Previous School Address \_\_\_\_\_

- Transcript of Academic Record and Copy of Report Cards
- Standardized Testing Data
- Attendance Data
- Discipline Records
- Health and Immunization Records
- Special Education Reports/Records (psychological, educational, physical, sociocultural, speech, language, hearing, eligibility reports, IEP, etc.)
- Grades to Date of Withdrawal
- Other \_\_\_\_\_

*Please send the records listed above via mail, fax or email to:*

**Timberlake Christian Schools  
Attn: Student Services  
202 Horizon Drive  
Forest, VA 24551**

**Fax: 434-239-3319      -OR-      Email: [bmears@tcs4u.org](mailto:bmears@tcs4u.org)**

Parent/Guardian Name (Please Print) \_\_\_\_\_

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

**OFFICE USE ONLY**

Date faxed/mailed to new school \_\_\_\_\_  
Date records received \_\_\_\_\_