



# RANDOLPH-MACON ACADEMY

## School Record Request

### To the Parent:

Please complete this form and take it to the guidance office at your student's current school.

I authorize the release of all records, both cumulative and confidential, pertaining to my

son/daughter \_\_\_\_\_, date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_, from  
Student's name

\_\_\_\_\_ to Randolph-Macon Academy.  
Name and address of current school

(\_\_\_\_\_) \_\_\_\_\_  
Current School Phone Number

(\_\_\_\_\_) \_\_\_\_\_  
Current School Fax Number

\_\_\_\_\_  
Contact Email Address

Please submit the requested items to Randolph-Macon Academy by \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### To the School:

Please answer the following questions and send this form and the requested information by the date indicated above:

To your knowledge, has the student ever exhibited chronic absenteeism? Yes  No

While a student at your school, has the student been disciplined for any severe breach of conduct, either academic or social? Yes  No

Is the student currently in good standing at your school? Yes  No

**A copy of all items listed below (if applicable) must be received to complete the application process.**

You are specifically authorized to release the following:

- Transcript, including grades to date for this school year and the past two consecutive years
- Standardized test results, ability and achievement tests
- Conduct report
- Health records and immunizations
- Special education information (I.E.P., psychological records, etc.) (most recent)
- Other reports of individual assessments or placements

School Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Job Title \_\_\_\_\_

Please mail, fax, or email the transcripts and records to:

**Randolph-Macon Academy Office of Admission**  
200 Academy Drive  
Front Royal, VA 22630  
Fax: (540) 636-5419

For additional information, contact us at:

(540) 636-5484

[admission@rma.edu](mailto:admission@rma.edu)

[www.rma.edu](http://www.rma.edu)