

FUQUA SCHOOL

P.O. Drawer 328
605 Fuqua Drive
Farmville, Virginia 23901
(434)392-4131 (800) 214-3460

REQUEST FOR STUDENT RECORDS

To the Parent or Guardian:

To complete the application process, please sign the following release statement and deliver to the Guidance Office at the applicant's current school. This will give Fuqua School access to the applicant's official transcripts, records, and confidential files. If you have any questions or difficulties in having materials sent to Fuqua School, contact the Admissions Office.

Applicant's Name

I hereby authorize my child's school to release transcripts, test scores, and health information (including immunization records) and any confidential files to the Fuqua School Admissions Office.

Parent/Guardian Signature

Date

To the Counselor/Principal:

The above-named student has applied for admission to Fuqua School. Thank you for assisting us in the admission process by forwarding the requested records, character questionnaire, and teacher recommendations as soon as possible to: Admissions Office, Fuqua School, P.O. Drawer 328, Farmville, Virginia 23901, Fax (434)392-5062.

- Academic transcripts including courses and final grades
- Standardized test data
- Records or evaluations pertaining to any placement in special education programs
- Health/immunization records
- Character Questionnaire
- Teacher Recommendation Forms