

Request for Student Records (Grades 1 – 8)

Dear Parents,

Please complete the top portion of this form and give to your child's current school registrar. Completed forms and records can be returned via email to admissions@armadeiacademy.com, or either dropped off or mailed directly to:

Arma Dei Academy
ATTN: Admissions
341 E. Wildcat Reserve Parkway
Highlands Ranch, CO 80126

Student Name _____ Current Grade : _____

Parent/Guardian Name (printed) _____

Signature of Parent/Guardian _____

School Name: _____ School Phone: _____

Dear Registrar,

The above referenced student is applying to Arma Dei Academy. The following school records are hereby requested. Please note that this student's application will not be considered complete without these records. Your prompt response will be greatly appreciated.

- Copy of the most recent report card or progress report for the current academic year (2019/2020)
- If applicable, copies of report cards from the previous two academic years (2018/2019 and 2017/2018)
- If applicable, copies of standardized test scores from the previous two academic years (2018/2019 and 2017/2018)
- Attendance records
- Discipline and/or Sociological records

Thank you for taking the time to complete this request.

Sincerely,

Lora Bowman
Director of Community Engagement / Admissions
303-596-0522
lbowman@armadeiacademy.com