

McKinney Christian Academy

Request for Transfer of School Records

****To be completed if applying for Grades 1-12**

Parents: Please complete this form, sign and date it, and **submit it to your child's previous school** with a stamped envelope addressed to the Admissions Office - McKinney Christian Academy.

School Official: The above named student has made application to McKinney Christian Academy. Please include a transcript of past and current grades, standardized test scores, health records and if applicable, special education records, speech records, etc., with this form. Please complete and return these quickly to ensure that the applicant receives prompt consideration.

Student Name	
Student Date of Birth	
Grade	
Teacher	
Name of Previous School	
Address	
Phone Number	

Signature of Parent/Guardian

Date

Please return to:

Admissions Office
McKinney Christian Academy
3601 Bois D'Arc Rd.
McKinney, TX 75071
Phone – (214)544-2658, ext. 4101
Fax – (972)542-5056