

LOGAN CHRISTIAN ACADEMY

Hearts and Minds Learning for Christ

Dear Parent/Guardian,

Thank you for your interest in Logan Christian Academy. We are grateful to be able to offer a Christian education to the children in our community. We appreciate the opportunity you are giving LCA to help train and educate your children.

We are currently accepting New Student Application forms for the 2022-2023 school year. In order for existing students to have first enrollment privileges, applications for existing students and their siblings must be submitted no later than **January 14th, 2022**. After that date, we will begin to enroll new families on a first-come-first-serve basis.

If you are planning to apply to LCA for the coming 2022-2023 school year, please review this application **thoroughly**. Once we have received your child's application and the application/enrollment fee, you will be contacted to set up a family interview. Please verify your contact information is correct prior to the submission of your child's application.

In addition to your child's application, you are required to submit a copy of your child's birth certificate, social security card and most current immunization records as well as appropriate medical information **prior to the first day of school**.

We have a maximum student/teacher ratio of 18/1. Therefore, there are a limited number of spots available in each grade. When a classroom is full, we begin a waiting list. LCA requires that we have 6 students on a waiting list for any grade in order to open another classroom.

If you have any questions, feel free to contact us by phone or email. You can visit our website or Facebook group for more information. We look forward to partnering with you in order to educate your children in a loving, safe, Christian environment.

Thank you,

Robyn Crider
Director of Education
270-946-1316
lca@loganchristianacademy.org
www.loganchristianacademy.org

Application Procedures

Before applying:

Please take the time to read through this application **fully**. **Read** and **understand** LCA's Mission Statement, Statement of Faith and Code of Conduct in order to **learn** more about the purpose and focus of Logan Christian Academy.

To apply:

Complete and submit the application for your child, along with:

- Signed Statement of Agreement
- Completed Request for Student Records
- Completed Media Consent Form
- Copy of your child's Social Security Card and Birth Certificate
- Copy of your child's immunization record on a Kentucky form
- Return application and application fee to the school office.

(Applications are available at the LCA front office or may be downloaded from our website.)

After you apply:

After receiving your child's application and all other required documents, you will be contacted by LCA to schedule a family interview. This will consist of a review of your child's application, an overview of LCA's policies and a tour of the facility. You will be provided with a Parent Handbook, a 2022-2023 school calendar and medical release forms during this interview. Your **Non-refundable** application fee of \$150 (\$175 after 7/1/22) will be due at this time, should your child be accepted into LCA for the coming school year.

A **non-refundable school** fee of \$250 per child will be due no later than April 1, 2022. School fees paid after that date will incur a late penalty of \$25. This fee is not a purchase of curriculum. It does not cover the entire cost, only offsets the expense of normal wear and tear on and replacement and repair of our books, equipment, furniture and facilities.

Available slots are filled in the following order:

1. Current LCA students (through 1/14/22)
2. Siblings of current LCA students (through 1/14/22)
3. New applicants who have completed all paperwork and have all fees paid in full
5. Other new applicants

Logan Christian Academy Mission Statement

It is the desire of Logan Christian Academy to provide a quality, Christian education in a safe environment for the students of our area. We strive to nurture students to become spiritually minded, academically versed, socially balanced and equipped to make a positive impact in their community to the glory of our Lord Jesus Christ.

Multi-level Student Health

In order for LCA to provide such a quality education, our faculty and staff will work diligently to ensure that each student is growing in the following five areas of health – spiritual, mental, social, physical and academic. Recognizing that our bodies are God’s living temple, students are encouraged to practice an honorable and balanced lifestyle in which all aspects of human health are practiced daily.

1. **Spiritual Health** – Students model lives of purity in thought, word and deed while revealing Godly character when confronted with contemporary issues (such as drugs, alcohol, smoking and sexuality).
2. **Mental Health** – Students understand that God calls us to a lifestyle of wonder, discovery and creativity. They seek God’s guidance and comfort and that of the Godly people around them when facing trials and decisions.
3. **Social Health** – Students apply Biblical principles of respect for all people including authority figures and peers. They also embrace and demonstrate the value of teamwork, discipline and competition.
4. **Physical Health** – Students practice and value the benefits of regular exercise and are active participants in a wide range of physical activities. They are motivated to participate to their highest potential. Students also practice healthy nutritional and personal hygiene habits.
5. **Academic Health** – Students engage in active learning through class participation, lesson completion, supplemental learning and extra-curricular studies in an effort to become passionate, life-long learners with wide-ranging interests.

Statement of Faith

LCA believes in the Bible as the only authoritative Word of God. It is entirely reliable in all matters of Christian faith and practice.

We believe there is only one God, existing in three persons – Father, Son and Holy Spirit.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, His personal return in power and glory.

We believe that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union.

We believe that as the pinnacle of God's creation, we are fearfully and wonderfully made as male or female. These two distinct and complementary genders combined reflect the image and nature of God.

We affirm that salvation is by grace, through faith in our Lord and Savior, Jesus Christ.

We affirm that repentance from personal sin toward God, faith in Jesus Christ and his saving act of atonement and regeneration by the Holy Spirit are necessary to salvation.

We believe in the spiritual unity of all believers.

We believe in the present ministry of the Holy Spirit and the indwelling of the Christian, enabling them to live a Godly life.

Fees & Tuition

Annual Fees:

Application & Enrollment Fee	\$150.00 1st Child \$125.00 additional children	Secures enrollment
School Fee	\$250.00	Due April 1, 2022

Tuition:

K-4 - K-5:

Annual - \$3,500.00 Semi-Annual - \$1,750.00 Monthly - \$350.00 Bi-Weekly - \$185.00
(10% discount if paid by 5/1/22 – 5% discount if paid by 7/1/22)

1st Grade - 4th Grade:

Annual - \$4,400.00 Semi-Annual - \$2,200.00 Monthly - \$440.00 Bi-Weekly - \$230.00
(10% discount if paid by 5/1/22 – 5% discount if paid by 7/1/22)

5th Grade - 12th Grade:

Annual - \$4,900.00 Semi-Annual - \$2,450.00 Monthly - \$490.00 Bi-Weekly - \$255.00
(10% discount if paid by 5/1/22 – 5% discount if paid by 7/1/22)

Semester Payments will be due on or before July 1st, 2022 and January 1, 2023.

For your convenience, LCA offers monthly and weekly payment options. Monthly payments will be due on the 1st of every month, for ten months, with your first monthly payment due on or before August 1st, 2022.

Bi-Weekly payments will be due on the 1st of each month and a second payment due on or before the 15th of each month, for 10 months, with your first payment due on or before August 1st, 2022.

Twelve month payment options may be available on a case-by-case basis. Please speak to the Director of Education if you desire this option.

Discounts:

Multi-Child Discount - Any parent enrolling **2 or more siblings from the same household** will receive the following discount(s):

2nd child – 10% disc.

3rd child – 15% disc.

4th child – 20 % disc.

5th child and up – no tuition cost *

This discount does not apply to application fees and school fees. There are no discounts for school fees.

Application fees are as follows:

1st child - \$150

2nd-3rd child - \$125

4th child and up - \$100

Military - All active duty, former or retired military shall receive a 5% discount on each child's tuition on top of any other discounts for which they may qualify. Active duty military shall include all military members on regular active duty, full-time status, as well as any Reserve or National Guard members who have been placed on full time status for not less than 90 days.

Referral Discount - Any family may receive a 5% discount toward their total tuition dues for referring another family who enrolls at least one child at LCA. The maximum referral discount shall not exceed \$350 per school year.

Accountability/Cancellation/Delinquency

Tuition Accountability/Early Cancellation:

The parent/guardian for each child enrolled at LCA shall accept full accountability for the child's fees & tuition. Early cancellation must be received no later than July 1, 2022 for new students enrolled in the 2022-2023 school year. It shall be understood by the parents/guardian that no refunds shall be given for any payments made by the responsible party. If cancellation occurs after July 1, 2022, the parent/guardian shall be responsible for payment of the **full semester's tuition and/or any unpaid portion thereof.** **If a student has been expelled from LCA, the parent/guardian shall remain responsible for the payment of the full semester's tuition and/or any unpaid portion thereof.** Refunds toward any pre-paid tuition shall be considered on a case by case basis for any families who can provide proof of financial hardship or proof of a legitimate move from the area.

Delinquent Accounts:

Any account with a balance 15 days past due shall incur a \$30 late fee. Any accounts over one month past due shall incur a \$60 late fee and a conference meeting will be scheduled between the parent/guardian and LCA administration. Failure to meet the financial obligations by the due date may require that the student withdraw from future classes at LCA, until an agreement can be made between the family and LCA administration. All returned checks or non-sufficient funds shall incur a \$25 penalty. Any fees incurred by LCA to collect on a past due account shall be the responsibility of the parent/guardian that enrolled the student in LCA. LCA cannot continue to provide a quality education in a safe environment without the commitment from each family to meet their financial obligation.

Parents: Please understand that your tuition dollars, while they are a sacrifice on your part, do not cover all the expenses of having your child in our school. For this reason, it is imperative that you make your payments in a timely manner. We work very hard to keep our expenses at a minimum and we need your help to make that happen.

LCA Code of Conduct

Logan Christian Academy is committed to providing a safe learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behavior outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when: on school property; participating in extra-curricular activities; participating in off-site school-sponsored activities; or engaging in an activity which will have an impact on the school climate.

Standards of Behavior

All members of the school community are expected to: respect and comply with federal, state and local laws; demonstrate honesty, integrity and Christ-like values; respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, color, national or ethnic origin, language group, religion, gender, age or ability; show proper care and regard for school property and the property of others; take appropriate measures to help those in need; demonstrate best effort during all school-based activities.

Inappropriate Behaviors

In abiding by the LCA Standards of Behavior, all members of the school community are expected to refrain from: breaking federal, state or local laws; any behavior that discriminates based on economic status, race, color, national or ethnic origin, language group, religion, gender, age or ability; any violent or bullying behavior (physical, verbal, social, electronic) that intentionally hurts (physically, socially, or emotionally) another person; making derogatory or hateful comments toward an individual or group of people; threatening an individual or group of people; threatening to damage or destroy property; injuring an individual, group of people or property; using technology to intentionally abuse or bully another person; using technology to interfere with the positive climate of the school; using language that is violent, profane or discriminatory; wearing clothes that depict violence, profanity or discrimination.

LCA Proactive Strategies

Expected behaviors as identified in LCA Standards of Behavior will be encouraged and supported through the school-wide practices listed below.

- Behavioral expectations are discussed with all members of the school and community during scheduled meetings.
- Standards of Behavior for students are reviewed, practiced and discussed on a regularly scheduled basis and as needed.
- Standards of Behavior are applied consistently by all staff.
- Students are presented with a choice of behaviors and related consequences to enable them to make an informed choice before acting.
- Appropriate behaviors are modelled by school staff.
- Appropriate student behaviors are acknowledged by staff.
- Teachers contact parents/guardians to provide feedback on student behavior and accomplishments.
- Curricular and extra-curricular programs that promote social skill development are available.
- Teachers consistently document inappropriate student behavior.

Reactive Strategies

In response to inappropriate student behavior, teachers and administrators of LCA shall utilize a Reactive Strategy, depending on: the level of the behavior and the circumstances of the behavior:

- the other people involved (students/staff/etc.)
- the environment
- precipitating factors
- special circumstances
- past reactive strategies utilized for this student and the frequency of the behavior
- the student's exceptionality

Appropriate school response to Level 1 student behaviors (those behaviors which are responded to by the teacher witnessing the behavior):

- verbal reminders
- model expected behavior
- re-teach the expected behavior
- offer choices and consequences of the choices
- home contact
- peer mentoring
- peer counselling
- parent/school conference
- skill building

Appropriate school response to Level 2 student behaviors (student behaviors which are referred to the administration) include strategies listed for Level 1 behaviors, plus:

- natural consequences
- self-reflective exercise
- restitution
- loss of privileges
- monitor behaviors
- restorative justice
- restricted access to facilities/activities
- behavior contract
- behavior management plan
- detention
- police involvement
- in-school suspension
- out-of-school suspension

Non-Discrimination Policy

LCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and athletic and other school-administered programs.

School Health Requirements

In accordance with Kentucky State Law, LCA must require the most current immunization record for all students attending the 2022-2023 school year. The only exception is for families who have a "Moral and Ethical Objection to Particular Immunization" form on file with the school. Should you wish to file this form for your student, please complete it below and return to our school nurse with your other health records. Please submit a different form for each student.

Moral and Ethical Objection to Particular Immunization

I/We, as parents/guardians of the below name student, have a moral and/or ethical objection to the below listed immunization(s) being offered to our student(s). We have provided any immunization records that exist for immunizations that our student(s) has/have received. We do not wish our student(s) to be given the listed immunizations and do not consent, either expressed or implied, to any immunization(s) being given to our student(s).

Signature(s) of Parent/Guardian

Date

Student to be covered by this record:

List of refused immunizations:

STUDENT DATA INFORMATION:					
Student First Name:		Middle Name:		Last Name:	
Gender: Circle One		Age:	Grade Entering:	Date of Birth:	Allergies?
Male	Female				Yes No
Street Address:			City:	State:	Zip:
Ethnicity:					
How did you hear about LCA?			If you were referred, who can we thank?		
Household Information:					
Legal Name:					Social Sec. #:
Address:					
Home Phone:					Driver's License #
Cell Phone:					
Email Address:					Primary Language:
Employer:					
Active Duty Military:	Yes	No	Relationship to Child:		
Legal Name:					Social Sec. #:
Address:					
Home Phone:					Driver's License #
Cell Phone:					
Email Address:					Parent or Guardian?
Employer:					
Active Duty Military:	Yes	No	Relationship to Child:		
Emergency Contact Information:					
Emergency Contact Name:		Contact Number:		Relationship:	
Emergency Contact Name:		Contact Number:		Relationship:	
Person legally PROHIBITED from contact with this student:					
First and Last Name		Relationship:		Phone #:	
First and Last Name		Relationship:		Phone #:	
In case of school closing or early dismissal, contact:					
First and Last Name		Relationship:		Phone #:	
First and Last Name		Relationship:		Phone #:	
I (we), have provided correct and up to date information for this student:					
Parent/Guardian Signature:				Date:	
Parent/Guardian Signature:				Date:	

In an effort to better communicate with our families, please list the email address where you would like to receive messages and your phone carrier.

Email: _____ Carrier: _____

Financial Agreement:

Date: _____

Student's Name: _____

Parent(s)/Guardian Name: _____

Parent(s)/Guardian Name: _____

Parent(s)/Guardian Address: _____

Parent(s)/Guardian Phone Number: _____

Parent(s)/Guardian Email: _____

Student's Grade entering the 2022-2023 School Year: _____

Monthly Tuition: _____

*The parent/guardian for each child enrolled at LCA shall accept full accountability for the child's fees & tuition. Early cancellation must be received by July 31, 2022 for new students enrolled in the 2022-2023 school year. It shall be understood by the parents/guardian that no refunds shall be given for any payments made by the responsible party. If cancellation occurs after July 31, 2022, the parent/guardian shall be responsible for payment of the **full semester's tuition** and/or any unpaid portion thereof. If a student has been expelled from LCA, the parent/guardian shall remain responsible for the payment of the **full semester's tuition and/or any unpaid portion thereof**. (Refunds toward any pre-paid tuition shall be considered on a case by case basis for any families who can provide proof of financial hardship or proof of a legitimate move from the area.)*

By signing below, I recognize that if, **through no fault of their own**, LCA is unable to provide the school services as set forth in their school policies and procedures, I am responsible to abide by all terms of this agreement. I do hereby agree to the payment terms and conditions set forth in this enrollment application and select the following payment option for the Tuition of the above mentioned student:

Signature: _____ Date: _____

Tuition Options (Select ONE):

_____ Annual	_____ Amt.	Due by _____
_____ Semi-Annual	_____ Amt.	Due by _____
_____ Monthly	_____ Amt.	Due by _____
_____ Bi-Weekly	_____ Amt.	Due by _____

Electronic Withdrawal Agreement

_____ I would like to receive a one-time discount of \$50 off my child's tuition by signing up for monthly electronic withdrawal of my tuition payments. I understand that, if at any time, I default on my auto withdrawal payments, the \$50 discount will be added back to my account as a due amount. I understand that I will still receive monthly statements from the school which will show a due amount and then an email receipt once the payment has cleared.

I/(we), hereby authorize Logan Christian Academy and its administration to initiate electronic withdrawals to my (our) bank account listed below, on the dates listed below.

Bank Name: _____

Branch Address: _____

Branch Phone Number: _____

Account type (Circle One): Savings or Checking

Bank Routing Number: _____

Bank Account Number: _____

(Attach a voided copy of a check or a copy of your bank statement with this agreement.)

All returned checks or non-sufficient funds shall incur a \$25 penalty, payable to LCA in accordance with Kentucky State Law.

This authorization is to remain in full force and effect until Logan Christian Academy has received written notification for me (us) of its termination at such time and in such manners as to afford Logan Christian Academy and the Bank mentioned above a reasonable opportunity to act on it.

Note: This written debit authorization provides that the receiver may revoke the authorization ONLY by notifying the originator in the manner specified above in this agreement.

I (we) have read and understand the financial policies and penalties set forth above. I (we) agree to pay all fees, tuition, and any other incurred penalties according to the terms and policies set forth above. I (we) have selected from the tuition options and their corresponding schedules as set forth above in this agreement.

Parent/Guardian Signature: _____

Social Security #: _____ Date: _____

Parent/Guardian Signature: _____

Social Security #: _____ Date: _____

School Activities Agreement of Cooperation

I (we) give permission for my (our) child to take part in all school activities, including field trips, sports activities and school sponsored trips away from school premises. I (we) agree to hold LCA and its agents harmless for any liability to my (our) child or any guardian or parent thereof because of injury or alleged injury, or sickness to my (our) child.

Should legal action, for any reason, be taken against LCA, or any employee or agent thereof, on my (our) child's behalf and the school or its employees and agents be found not at fault, I (we) agree to pay any and all attorney fees, court fees, damages or other costs LCA shall incur to defend itself and its employees or agents against such actions.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Code of Conduct Agreement

Parent/Guardian cooperation and support of LCA disciplinary procedures helps to ensure the success of your student in our school structure.

In cases of unacceptable behavior and or disruption to the classroom, the parent/guardian will be notified and expected to cooperate with the school in administering disciplinary action.

LCA administration reserves the right to expel or dismiss a student at any time if it is felt his/her actions and or attitude is an improper influence on their fellow students or other members of LCA.

In cases of unacceptable behavior and disruption to the classroom, LCA administration reserves the right to deny the student readmission to Logan Christian Academy the following school year.

I (we), have read and understood LCA's Code of Conduct Agreement and shall cooperate and support school administration in proper disciplinary actions, including dismissal or expulsion of my (our) child.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Statement of Cooperation

It is understood that my (our) child's attendance is a privilege and not a right and that if at any time his/her conduct, behavior or cooperation with their teacher or other LCA administration is not in adherence with the LCA's requirements, LCA reserves the right to terminate, at its discretion, my (our) child's enrollment.

I (we) pledge to cooperate with the school in its efforts to administer discipline to my (our) child according to the policies set forth in this application. I agree to use the Matthew 18 principle in resolving conflicts with LCA administration, teachers and other parents. First: Speak to the person directly involved. Second: If not resolved, speak to the person's immediate supervisor. Third: Speak to LCA's Directors.

I (we) hereby agree to meet any and all financial obligations to Logan Christian Academy on or before the set due dates or I (we) agree to accept any incurred penalties and fees.

I (we) understand that all fees and tuitions due to LCA must be paid before any school records, report cards, and/or diploma will be released.

I (we) understand that should my (our) marital status change, it is my (our) responsibility to file a corrected statement of cooperation and financial agreement with Logan Christian Academy.

Logan Christian Academy admits any students of any race, color, gender and national or ethnic origin.

I (we), have read and understood LCA's Statement of Cooperation and shall cooperate and support school administration according to this policy.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Dress Code Policy

LCA recognizes the relationship between personal dress and personal attitude and students are encouraged to dress in a manner that demonstrates modesty and cleanliness. The following guidelines shall apply to attendance at school as well as all school activities and events:

- Students are expected to be neat, clean and appropriately attired for the current weather.
- Pajamas are not allowed at school, unless on an approved spirit day.
- Shoes appropriate for school activities must be worn at all times. No slippers or house shoes or shoes with high heels are allowed to be worn by students. Students must have proper shoes for PE.
- Clothes shall be sufficient to conceal any and all undergarments at all times. See-through fabrics, sheer, fishnet fabrics (clothing with large holes), halter tops, off the shoulder, low cut tops, and bare midriffs are not allowed. Tank tops should be approximately 2" wide at the shoulder to cover undergarments.
- Undergarments may not be visible (i.e. boys – underwear/boxers; girls – bras/underwear).
- Shorts are only allowed for kindergarten. First grade and up may wear capris.
- ALL skirts and dresses must be knee length or longer.
- Sagging and/or baggy pants are not to be worn. Pants need to be properly fitted and/or worn with a belt.
- No facial piercings or piercings that pose a safety or health risk of any kind are allowed.
- Clothing, hats, accessories and jewelry which contain obscene symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or contain language or symbols supporting sex, drugs, alcohol, or tobacco and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.
- Students shall not wear hats, caps or hoods during the school day.
- Students' faces must be fully visible at all times. Masks are not allowed unless used for health reasons.
- LCA staff may establish reasonable dress and grooming regulations for times when students are engaged in extra-curricular or other special school activities.

A Parent/Guardian may be contacted if any student appears on school grounds in violation of the dress code and may be sent home to change clothing. A student who willfully and continuously violates the dress code may be subject to disciplinary action, including but not limited to detention or a suspension from Logan Christian Academy.

It is not the desire of LCA to be unrealistic or legalistic. However, LCA does recognize the need for proper attire in order to maintain a safe, clean, distraction free environment. **LCA administration reserves the right to determine the appropriateness of a student's attire at any time.**

I (we), have read and understood LCA's Dress Code and shall cooperate and support school administration according to this policy.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Media Use Policy and Consent Form

On occasion Logan Christian academy shall take and publish photos/videos of students and events for use in advertising, on the LCA website and on LCA social media.

I (we) grant permission to Logan Christian Academy to take and publish any media that includes my (our) child, without further consideration, and I (we) acknowledge the right of LCA to crop or treat any media at its discretion.

I (we) also understand that once an image is published it may be downloaded by any or all persons with access to LCA's advertising, website and social media. Therefore, I agree to indemnify and hold harmless LCA administration and any agents thereof from any future claims.

Logan Christian Academy reserves the right to discontinue the use of any photos/videos or other media at any time as they deem necessary.

I (we), have read and understood LCA's Media Use Policy and give full permission as required by this Media Consent Form.

Yes, I (we) give my (our) permission.

No, please exclude my (our) child.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

The following restrictions apply to media use for my (our) child.

Statement of Agreements

I (we) understand that in signing this Statement of Agreements, I (we) have read and understood the:

- LCA Financial Agreement
- LCA Electronic Withdrawal Agreement
- LCA School Activities Agreement of Cooperation
- LCA Code of Conduct Agreement
- LCA Statement of Cooperation
- LCA Dress Code Policy
- LCA Media Use Policy
- LCA School Health Requirements

I (we) agree to entrust LCA with the education of my (our) child and will assist, support and cooperate with LCA teachers and administration.

I (we) understand that LCA reserves the right to dismiss any student for lack of cooperation on the part of the student, parent(s)/guardian during the education process.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Request for Student Records

Parents, please provide this form to LCA so we may obtain school records on your child's behalf.

School Information

Originating School or Institution: _____

If this school is out of our county, please provide the following information.

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Student's Information

Legal Name: _____

Date of birth: _____

Grade: _____

Student address when attending above school: _____

Signature of Parent or Guardian: _____ Date: _____