

SHENANDOAH VALLEY ACADEMY
Records Request Form

Consent is hereby given to release all personally identifiable data on file (as prescribed under provision of Public Law 93-380, "The Family Education Rights and Privacy Act of 1974") pertaining to:

Name of Student _____
First Middle Last

Date of Birth ____/____/____ Student ID # _____

School Last Attended _____

School Address _____

School Phone _____ School Fax _____

Parent/Guardian Signature _____ Date ____/____/____

To the School Registrar:
The above school student has applied for admission into Shenandoah Valley Academy.
Please send signed records to:

**Office of Admissions/Registrar
Shenandoah Valley Academy
234 West Lee Highway
New Market, VA 22844
Fax: 540-740-3336
Email: registrar@svasda.org**

Records/Information Requested

- Official Transcript (English translation) – signed by the registrar
- If applying from outside the United States:
 - Highest passing grade, total hours in class for each course for each year, and a brief course description
 - Duolingo or TOEFL English proficiency test results
- 8th Grade Report Card
- Standardized Test Scores
- All educational support-related documents (IEPs, 504s, etc.)
- Screening/test results that impact learning (i.e. ADD/ADHD, dyslexia screening, etc.)
- Citizenship, discipline, & attendance records
- Legal custody order if divorced, separated, or other
- Immunization and medical records
- Psychiatric records/psychological evaluations

Please e-mail or fax an unofficial copy to registrar@svasda.org or 540-740-3336 to begin the process.
Official copies must be signed and mailed.

Thank you for your prompt attention and assistance.