



# Calvary Christian Academy

## Transcript Request

Parents, please complete the first section, then submit the form to an administrator at your child's current school. Ask that it be completed and returned in the supplied envelope (please affix postage). It is your responsibility to confirm that the school has sent an official copy of report cards, standardized test scores, and attendance records for the current semester and past two academic years.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby give permission to release copies of the above-named student's cumulative records.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions to Administrators:** The student named above is applying for admission to Calvary Christian Academy. Please mail an official copy of the following:

- Report cards
- Standardized test scores
- Attendance records

Records should include the current semester and past two academic years. Please include any other pertinent information which would be helpful for the admissions process.

### Mail to

Calvary Christian Academy  
Attn Registrar: Casandra Munguia  
1175 Hillsdale Ave.  
San Jose, CA 95118

Thank you for your cooperation.

If you have any questions, please contact Casandra Munguia at (408) 269-2222 or email [cmunguia@calvaryca.org](mailto:cmunguia@calvaryca.org)