



410 DeJarnette Lane
Murfreesboro, Tennessee 37130
(615) 904-0902 (615) 904-0859 fax

TRANSCRIPT REQUEST FORM

Parents:

- Please complete the top portion of this form and give to current principal/head of school or school counselor.
- Attach a stamped envelope addressed to PCA Admissions, 410 DeJarnette Ln., Murfreesboro, TN 37130
- The school official should complete this form and mail all requested information directly to PCA.

My child is an applicant for admission to Providence Christian Academy. I hereby authorize you to release the following applicable records to PCA: a copy of the complete transcript including any supportive testing, current report card, and any standardized test results. Please send all information directly to the Admissions Office at PCA.

Applicant Information:

Name of Applicant: _____
Date: _____ **Current Grade Level:** _____
Current School Name: _____
School Phone: _____
Parent Signature: _____

Administrators:

Thank you for taking time to assist in this process. The above named student has applied for admissions to PCA. We are requesting copies of all school records for this current year and three previous years to be forwarded to us for review. Please send report cards, standardized test scores, final grades for current term, and transcripts including any supportive testing.

Administrator/Counselor Information:

Name: _____ **Position** _____
School Phone: _____
Email: _____