



**PROVIDENCE**  
CHRISTIAN ACADEMY

410 DeJarnette Lane, Murfreesboro, TN 37130  
615-904-0902/fax: 615-904-0859  
[admissions@providencechristian.com](mailto:admissions@providencechristian.com)

## ACADEMIC RECORDS REQUEST FORM

Please check below

\_\_\_\_ Grades 1-5

\_\_\_\_ Grades 6-12

### Parents:

- Please complete the top portion of this form and give to your current head of school or counselor.
- Attached at stamped envelope addressed to PCA Admissions, 410 DeJarnette Lane, 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 a copy of the complete transcript to PCA (report cards, standardized test scores, final grades for current term, and transcripts including any supportive testing). Please send all information directly to the Admissions Office.

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Name of Current School: \_\_\_\_\_

School Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### Administrators:

Thank you for taking the 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 a copy of all applicable records (report cards, standardized test scores, final grades for current term, and transcripts including any supportive testing).

### PCA Administrator/Counselor Information:

Name: D. Pete Majors                      Position: Dir. of Enrollment Management  
Phone: 615.904.0902  
Email: [admissions@providencechristian.com](mailto:admissions@providencechristian.com)