



FAMILY CHRISTIAN ACADEMY

A MINISTRY OF FAMILY WORSHIP CENTER

8919 World Ministry Ave. • Baton Rouge, LA 70810 • 225-768-3150

Please fill out form, save and email to christopher.steele@jcm.org OR print and mail to: Family Christian Academy, 8919 World Ministry Ave., Baton Rouge, LA 70810.

RECORDS AND TRANSCRIPT REQUEST FORM

***Records will not be released if financial obligations have not been fully met. Please allow 3 to 5 days for processing.**

Student's FULL name while in school: _____

Date of birth: _____ Current grade OR date graduated: _____

Contact Name: _____ Number: _____

Requesting:

_____ School Transcript only

_____ School Transcript and Standardized Test Scores

_____ Immunization Records

_____ Birth Certificate

_____ Other _____

Purpose of Request:

_____ Insurance

_____ College Admissions

_____ Scholarships

_____ Personal Record

_____ SSI or other State Social Services reason

_____ Transferring Schools

When records are ready:

_____ Pick-up: Name _____ Phone Number: _____

_____ Email to: _____

_____ Fax to: _____ Fax Number: _____

_____ Mail to: _____

(For more than one address, please attach a list.)

Signature: _____ Date of Request: _____

OFFICE USE: Date Received _____ Date Completed _____

Office Signature: _____