



Request to Release School Records

Parents applying to Community Christian Academy should complete the form below and submit it with their application to Community Christian Academy or directly to the school where their child is currently attending.

Child's Name _____ Current Grade _____

Name of School Currently Attending _____

Child's Date of Birth _____

Parent's Signature _____ Date _____

To the School Registrar: Please mail or scan the following school records to Community Christian Academy:

- Educational records including grades
- Standardized test scores
- Discipline records
- School medical records including copies of the birth certificate, immunization record, and physical exam records
- Records for special education or talented program placement if applicable

Records should be sent to the following address or scanned into the following email:

Kimberly G. Moore, Ed.D.
Executive Director
Community Christian Academy
PO Box 6659
Charlottesville, VA 22906
kmoore@cca-va.org

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