

**The Academy**  
2400 Johnstown Road  
Huntington, WV 25527  
(304)781-6540

**Transcript Request Form**

Dear Parent: Please complete this form and send it to the school that your child currently attends and have that school mail it directly to The Academy at the address shown above.

Name of Student: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Please accept this signed request as a release for the following records that you have on the above named student. Please send them to The Academy at the address shown above.

Academic Transcript  
(Please include last year's report card)

Test Scores  
(Please include all State Testing Scores, and Reading Records/ testing ect.)

Attendance Record

Health Records  
(Please include shot records ect.)

Thank you!

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date