



**TRANSCRIPT RELEASE FORM**

East Lake Academy requires an official transcript from the most recent school attended by the applicant. East Lake Academy, as a matter of policy, does not release a student's transcript without a signed request by the student's parent(s) or guardian(s).

Please sign the authorization below and send it to your **current school** as soon as possible.

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

The student named above is being considered for admission to East Lake Academy. I authorize you to release the information requested:

1. The student's grades for the most recently completed term at your school.
2. Complete grade record from your school and any other schools from which you received records, including health records.
3. Scores of all standardized testing and other pertinent information.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**School Presently Attending:**

Please send the following with this form:

1. The student's grades for the most recently completed term.
2. Complete grade record from you school and any other schools from which you received records, including health records.
3. Scores of all standardized testing and other pertinent information.

\_\_\_\_\_  
*Principal*

\_\_\_\_\_  
*School Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*School Telephone Number*

**Principal's Evaluation:** (For School Principals)

Will the student be able to re-enroll in your school? If no, please explain.  Yes  No

\_\_\_\_\_

\_\_\_\_\_

To your knowledge, has the student had any involvement with drugs, alcohol, juvenile delinquency, or serious behavior problems? If yes, please explain.  Yes  No

\_\_\_\_\_

\_\_\_\_\_

Has this student ever been suspended or appeared before your discipline committee? If yes, please comment.  Yes  No

\_\_\_\_\_

\_\_\_\_\_

How would you rate this family's overall support of the school?

\_\_\_\_\_

\_\_\_\_\_

Does this family pay tuition (if applicable) in a timely manner?  Yes  No

\_\_\_\_\_

**Please send transcripts and this form directly to East Lake Academy, 11391 W. Laurel Drive, Lake Forest 60045 or e-mail copies to [admissions@eastlakeacademy.org](mailto:admissions@eastlakeacademy.org), c/o Director of Admissions.**

**Confidential Report**