Registrar/Counselor:

I am completing an application for my student to attend Ivy Academy for the next school year. This is not a request for the purpose of a transfer. In order to complete this application, I am in need of copies of the following records:

1. **Academic Records**: historical grades (middle school), transcripts (high school), and latest progress report
2. **Discipline Records:** please submit all entries from the past two years; if no entries, please print the page that says “no entries”
3. **Attendance Records:** past two school years
4. Copy of current IEP or 504 Plan, if applicable to student

Records may be sent via the HCDE pony, mailed to Ivy Academy, hand delivered, faxed to the school office, or scanned and emailed.

**\*\*Please note, the application deadline is January 31st of the current school year.\*\***

 Mailing address: 8520 Dayton Pike, Soddy Daisy, TN 37379

 Fax: (423) 305-7496, Attn: Admissions

 Email: admissions@ivyacademychattanooga.com

If you have any questions, please contact Ansley Eichhorn at the school's main office: (423) 305-7494.

By signing below, I authorize the designated representative at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to send the above records to Ivy Academy for my student’s application process.

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_