



BRIGHTER HORIZONS ACADEMY

College Preparatory

3145 Medical Plaza Dr., Garland, Texas 75044

Tel. (972) 675-2062 Fax (972) 675-2063

"Where Knowledge, Faith, Academics and Character Meet."



REQUEST FOR RECORDS

Parent Instructions:

Please give this form to an official or registrar at your child's current school after completing the information below. The sending school will return the form to Brighter Horizons Academy, at their earliest convenience, with the documents listed below. If your child is applying to Pre-Kindergarten or Kindergarten and your child's current school does not issue progress reports, or if your child has not been attending school before, please indicate below and return this form directly to Brighter Horizons Academy.

Applicant's Full Name _____

First Middle Last

Date of birth _____ Current grade _____

Month Day Year

I hereby authorize the release of the information requested below to the Office of Admission at Brighter Horizons Academy.

My child's current school does not issue progress reports or my child has not attended school yet. (Applicable to Pre-Kindergarten and Kindergarten only.)

Authorization signature of Parent or Guardian _____ Date _____

Registrar's Instructions:

The student whose name is listed above is applying for admission to Brighter Horizons Academy for the 2020-2021 academic year. Please send the following available documents to Brighter Horizons Academy at your earliest convenience. We prefer to receive all supporting documents electronically. You may scan and email documents to officeofenrollment@bhaprep.org. You may also fax to **972-675-2063**, or mail directly to Brighter Horizons Academy, Office of Enrollment. If you submit electronically, you do not need to submit duplicate files via mail.

Please include:

- Birth certificate
- Immunization records
- 2017/18 final report card
- 2018/19 final report card
- 2019/20 progress report
- Official transcript (for 9th-12th grade applicants)
- 2017/18 State testing results (if applicable)
- 2018/19 State testing results (if applicable)
- Most recent MAP testing results (if applicable)
- Disciplinary/behavioral report (if none, please state so on school letterhead with signature)
- Special programs: ESL, 504/Special/Alternative Education file, Gifted and Talented (if applicable)

Signature of school official _____ Title _____

Please send this form along with requested material to officeofenrollment@bhaprep.org.

You may also fax to 972-675-2063, or mail directly to:

Brighter Horizons Academy
Office of Admission
3145 Medical Plaza Dr.
Garland, TX 75044