



ARMY & NAVY ACADEMY

TRANSCRIPT AND DISCIPLINARY RECORD REQUEST

The student indicated below has applied to Army and Navy Academy. This form is to be completed by the applicant's parent or guardian and requests that the applicant's transcript and disciplinary history (or a disciplinary clearance letter if no such history exists) be sent to the Academy by the registrar of the noted school. The Academy will handle translation of records for international students.

Student Name: _____ **Present Grade:** _____ **Date of Birth:** _____

Parent or Guardian Name: _____ **Date:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____ **Email:** _____

Parent or Guardian Signature: _____

Registrar Instructions:

The Academy accepts records by electronic and standard mail.

Mail

Army and Navy Academy
Attn: Office of Admission
2605 Carlsbad Boulevard
Carlsbad, CA 92008

Email

admission@armyandnavyacademy.org

Please forward the following documents to Army and Navy Academy:

- Official or Unofficial Transcript
- Progress Reports
- Standardized Test Scores, if available
- Disciplinary Records, or a signed Disciplinary Clearance Letter if no such record exists
- Attendance Records
- Supplemental Documentation: IEP, 504, Teacher Evaluations, etc.