

FAITH BAPTIST SCHOOL

Records Request

4105 Plank Road
Fredericksburg, VA 22407
Phone: 540-786-4953
Fax: 540-786-3380
Email: office@fbsnet.org



Name and address of school last attended:

The following student is seeking enrollment in Faith Baptist School. A copy of the student's records is needed to process enrollment.

Name _____

Date of Birth _____ Grade _____ Date of Withdrawal _____

I/We, _____ am/are
[parent(s) name and signature(s)]

requesting a copy of all records to be sent to Faith Baptist School to include:

- Attendance information
- Academic records (Including Withdrawal Grades)
- Immunization records and physical
- Standardized test scores
- Copy of birth certificate
- Custody orders
- Behavioral reports

*Please confirm all financial accounts are current. Y / N

Your prompt attention to this matter is appreciated. Please send all records to my attention.

Sincerely,

Leah Little
School Secretary