



Date: _____

To Whom It May Concern:

As part of our admissions process, Covenant Academy requires applicants to submit copies of the past two (2) year's report cards and the most recent standardized test scores. Please release these records of _____ for inclusion in his/her application packet. These records will not be considered part of the student's permanent record. Permanent records will be requested directly from the school upon acceptance to our school.

Please feel free to call me if you have any questions.

Best Regards,

Leslie Collins

Leslie Collins
Head of School
Covenant Academy