



350 PARK STREET
ELGIN IL 60120
ELGINACADEMY.ORG

Elgin Academy Confidential Records Release Admission Application Process Phase

Parent/Guardian: Please complete the information below, sign the release statement, and submit it directly to the applicant's current school.

Authorization: My child is applying for admission to Elgin Academy. I authorize the release of all academic records, including courses taken, grades received, attendance and disciplinary records, results of standardized achievement and/or aptitude tests, and any psychological testing, IEP, 504 Plan, etc. to Elgin Academy for the purpose of admissions consideration. I also authorize teachers or administrators to release information about my child that would identify apparent strengths, weaknesses, and patterns of behavior. **I understand that this information will be kept confidential between the sending school and Elgin Academy.**

Applicant's Last Name	Applicant's First Name	M.I.	Birth Date
------------------------------	-------------------------------	-------------	-------------------

Current School Name: _____

Current School Address: _____

Current School Phone: _____ Current School Fax: _____

Applying for enrollment in grade: _____ **For the term beginning (mm/yy):** _____

Parent/Guardian Signature: _____ Date: _____

School Official: Please send this applicant's records to:

Office of Admission

Elgin Academy
350 Park Street
Elgin, IL 60120

Email: admissions@elginacademy.org
Phone: (847) 695-0303
Fax: (847) 695-5017

Transcripts: Please include courses now in progress, most current grades, and last year's grades.

- Standardized test scores
- Attendance and disciplinary records
- Psychological testing, IEP, 504 Plan, or any other education evaluation

Elgin Academy, as a private 501(c)(3) educational organization and as an ISACS fully accredited educational entity, provides equal admission and access and opportunities to all students currently enrolled at the Academy and to those students seeking enrollment at the Academy. Elgin Academy does not discriminate against any person or class of persons based on disability, race, color, creed, religion, sexual orientation or in any other manner prohibited by either federal or state law. The Elgin Academy admissions policy is dictated by our implementation and usage of our mission statement as a guiding principle to the operation of the school.