

**Hanover Academy**  
**117 Frances Rd.,**  
**Ashland, Va. 23005**  
**PH: 804-798-8413 FAX: 804-798-7506**

## **TRANSCRIPT REQUEST**

Child's Birth Date: \_\_\_\_\_

\_\_\_\_\_ has enrolled in Hanover Academy for the 2021-2022 school year. Please send the following information: all Scholastic, Health, Discipline and Attendance records which will help us in working with this child.

DISCIPLINE INFORMATION: Has this student ever been suspended or expelled from school? \_\_\_\_ Yes \_\_\_\_ No

If yes, when: \_\_\_\_\_ Please explain: \_\_\_\_\_

Please attach a copy of the expulsion/suspension notice.

Signed authorization by the parent(s) is given below for your release of this information to Hanover Academy.

Thank you for your cooperation in this matter.

Sincerely,

Rebecca Thomas  
Head of School

This is to authorize the release of this information in the cumulative record of my child  
\_\_\_\_\_ to Hanover Academy.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date