



EAGLE'S LANDING CHRISTIAN ACADEMY

Please use the **Transcript Request Form** to request a transcript. Requests will be processed within (1) week.

Please email the completed Transcript Request form to donna.bowie@eagleslanding.org

OR

Mail the original, completed Transcript Request form to:

Eagle's Landing Christian Academy
Attn: Registrar
2400 Highway 42 North
McDonough, GA 30253

Please contact Mrs. Bowie at 678-818-1046 or send an email to donna.bowie@eagleslanding.org if you have any questions.

**Current Seniors applying for college admission must go through Mr. Alan Teague,
Director of College Placement and Guidance for transcripts.**



EAGLE'S LANDING CHRISTIAN ACADEMY

Transcript Request Form

(For students who have graduated or no longer attend Eagle's Landing Christian Academy.)

Contact Information:

Date Graduated or Last Attended

Date of Birth

Date of Request

Last Name

First Name

MI

Former Last Name

First Name

MI

Current Address

City

State

Zip

Email Address

Daytime Phone Number

Number of copies requested: _____

Transcript should be mailed to the following address: (Fill out a separate request for each address a transcript is to be mailed.)

Email if returning via email:
donna.bowie@eagleslanding.org

Address if returning via mail:
Eagle's Landing Christian Academy
Attn: Registrar
2400 Hwy. 42 North
McDonough, GA 30253

Parent and student, and any other parents/legal guardians ("Releasing Parties"), hereby forever release, discharge, acquit, and forgive from any and all claims, actions, suits, demands, agreements, and each of them, if more than one, liabilities, judgments, and proceedings both at law and in equity arising that the Released Parties may have against ELCA, its representatives, affiliates, successors, assigns, transferees, delegates, employees, tenants, and officers ("Released Parties") from any and all matters and liabilities including, but not limited to, any liability related to or in any way arising from maintenance, custody, and storage of student records; disbursement/dissemination and withholding of student records. The Releasing Parties covenant and agree to hold harmless Released Parties from any and all claims and liens which may be asserted against them arising out of the matters referred to and released above, by either of them or by any person or entity acting by, through, or on behalf of them.

Signature (I certify that I am the person whose transcript is being requested.)

Date

Signature (I certify that I am the guardian of the minor whose transcript is being requested.)

Date

Date Sent: