



## Business Office Certification Request Form

(Business Office's Certification requests may take up to 3 working days to process.)

Today's Date: \_\_\_\_\_

Please choose one: Current Student: \_\_\_\_\_ Former Student: \_\_\_\_\_

Student Name on File: \_\_\_\_\_

*First Name*

*Last Name*

*Mother's maiden Name*

Current Grade (if applicable): \_\_\_\_\_ Account #: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Certification requested (explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### PLEASE VISIT THE BUSINESS OFFICE FOR APPROVAL:

Authorized signature certifies that the above student is in good standing and records may be released upon request.

Business Office \_\_\_\_\_ Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Received by (*Printed Name*): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Rev. April 2025

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