



**CAPCS ONLINE**  
WASHINGTON, DC<sup>SM</sup>

CAPCS Online  
Enrollment Processing Center  
2300 Corporate Park Drive, Suite 200  
Herndon, VA 20171

Ph. 866.339.8742  
Fx. 703.483.7593  
<http://www.k12.com/capcs/>

## Enrollment Forms Packet

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### Part 1: (The page supplied in this printout)

Release of Student Records

This form is required to transfer your student's previous school records.

### Part 2: (Items you will need to supply)

Before you send in your enrollment packet, please be sure you have completed and included copies (do not include originals) of the following:

- Proof of age for each student applying to our program (copy of Birth Certificate or Passport)
- Current proof of residency dated after July 1st of the application year (copy of current pay stub, housing letter, utility bill and lease with receipts or certified tax statement)
- A copy of the most recent report card for each student applying (except if applying to Kindergarten)
- A copy of your student's Immunization Record

Fax or mail the required documents listed in both parts 1 and 2 to CAPCS Online. The fax number for CAPCS Online is 1-703-483-7593. If you are unable to fax, please mail the documents to:

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## Release of Student Records

Please accept this document as formal approval for the release of all official school records (including the record of transcripts, testing information, special education, health and immunization records).

### Student Information

Student's Full Name: \_\_\_\_\_  
first middle last

Student's Date of Birth: \_\_\_\_\_ Student's Social Security Number: \_\_\_\_\_

Student's Legal Address: \_\_\_\_\_  
street apt #

\_\_\_\_\_ city county state zip

Home Phone: (\_\_\_\_) \_\_\_\_\_

### Prior School Information

Name of Prior School: \_\_\_\_\_

School's Address: \_\_\_\_\_  
street

\_\_\_\_\_ city county state zip

School's Phone: (\_\_\_\_) \_\_\_\_\_ School ID/Student #: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_  
first last

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SCHOOL OFFICIALS ONLY:

Send student records to: CAPCS Online  
Enrollment Processing Center  
2300 Corporate Park Drive, Suite 200  
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Student's Name: \_\_\_\_\_ Student's Home Phone: \_\_\_\_\_