

**SUGAR CREEK CHRISTIAN ACADEMY**

*"A ministry of Sugar Creek Missionary Baptist Church"*

4824 St. Rt. 141

Ironton, Ohio 45638

740-533-2215

To the Superintendent of schools:

The intent of this letter is to inform you that as of

\_\_\_\_\_, our child, \_\_\_\_\_

will be withdrawing from attendance at \_\_\_\_\_ My child will be

enrolled at Sugar Creek Christian Academy. SCCA is a non-chartered, non-public school. Please accept this letter as a signed request for the following records that you have on my child. Please send them to SCCA at the address shown above.

Academic Transcript

Test Scores

Attendance Record

Health Records

This letter also meets the requirements of the Ohio Department of Education.

Your prompt assistance in this matter will be appreciated, as it will enable us to make a smooth transition for our child. Thank you for your cooperation.

Please contact us if you have further questions.

Sincerely,

Signature

Phone #