

## **FREQUENTLY ASKED QUESTIONS:** **Records for students not returning to FCS**

### **My student isn't returning to FCS next year. How will the new school get my student's school records?**

*Most schools prefer to receive records directly from the previous school.* When enrolling at a new school, you will generally need your student's birth certificate, vaccination record and the last report card, showing that the student was promoted to the next grade (K-8<sup>th</sup> grade), or transcript (9<sup>th</sup>-12<sup>th</sup>). The new school will then request the **full** set of records directly from FCS. Records and transcripts are only considered "official" when they are sealed, unopened, directly from the prior school.

### **How does the new school request the full set of records?**

*Records can be requested via fax 910-483-6966 or via the Registrar's email [cstewart@fayettevillechristian.com](mailto:cstewart@fayettevillechristian.com).*

### **When will school records be sent?**

*Records will be sent in the order the request was received, after records are finalized and the FCS account has been settled.* After the end of the school year, it usually takes about 2-3 weeks for grades to be finalized, report cards, transcripts and honor roll certificates created, and everything filed and ready for pickup. During that time, the bookkeeper finalizes the account with any final incidental charges and outstanding tuition accounts.

### **My student is transferring to a school overseas. Could I just hand-carry a set of records directly to the new school?**

*Yes, but it's generally not necessary.* Most overseas schools, including DODEA schools, will enroll students with birth certificate, vaccinations and last report card, and will request full records directly from the previous school via email or fax, as described above. If you prefer to hand-carry records, you can request those from the Registrar via email [cstewart@fayettevillechristian.com](mailto:cstewart@fayettevillechristian.com). Requests for hand-carry records will be filled in the order they are received, once records are available and the financial account is cleared by the bookkeeper. Hand-carry records will be created and sealed, and you will be notified when they are available for pickup. Please allow approximately 2 weeks to fulfill requests for hand-carry records.

**Questions about records can be directed to the Registrar via email – [cstewart@fayettevillechristian.com](mailto:cstewart@fayettevillechristian.com).**