



Elementary - Junior High  
7645 Winton Road, Cincinnati, OH 45224  
Phone (513) 521-5481 Fax (513) 728-3682  
CentralBaptistAcademy@gmail.com

Principal: Angela Helton  
Administrative Assistant: Pam Smith

Chartered by the State of Ohio  
A Ministry of the Central Baptist Church

Student Name: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

To Whom It May Concern:

The above mentioned student has enrolled in Central Baptist Academy. Please forward all records including the following via mail or fax to the contact information at the top of this letterhead:

- Transcript of subjects and grades
- Attendance records
- Psychological or other individual test results including IEP (if applicable)
- Standardized test results
- Health records

The enrollment date was \_\_\_\_\_

Sincerely,  
Angela Helton  
Principal

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Parent's signature: \_\_\_\_\_

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

Most recent school \_\_\_\_\_

School address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_