

Request for Release of Records

TO PARENT OR
LEGAL GUARDIAN
OF APPLICANT

Please complete the top section of this form and forward it to the office of your daughter's school.

In accordance with current federal, state and county regulations, student records, with few exceptions, may not be released to any person or agency without written consent of the parent/guardian or the student (if 18 years of age).

I (parent or guardian) hereby request that the principal of _____
or his/her designee, release the records of

NAME OF STUDENT (PLEASE PRINT)

GRADE

NAME OF PARENT/GUARDIAN (PLEASE PRINT)

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

TO SCHOOL
OF APPLICANT

Please send data below upon receipt of this form.

- identifying information
- date of entry and withdrawal
- scholastic records for 6th and 7th grades (8th if applying for grade 10)
- 8th grade first quarter grades
- 9th grade first quarter grades (if applying for grade 10)
- standardized test information
- attendance information with explanation for excessive absences and/or tardiness
- other

NOTE

If there is a disparity between standardized test scores and grades, please explain.

Written recommendations are not required but are extremely helpful in clarifying a student's application and/or in explaining special circumstances.

Sacred Heart Academy must receive school records as soon as first-quarter grades are available and no later than December 1. Final consideration cannot be given until all records are received.

Please send the requested information to:

**Director of Admissions
Sacred Heart Academy
265 Benham Street
Hamden, Connecticut 06514-2833**

If you have any questions, please contact Elaine Lamboley, director of admissions, at (203) 288-2309, ext. 307, or fax (203) 230-9680.