

REQUEST FOR ACADEMIC RECORDS

*Request for
Academic Records*

Admissions Office

TO THE PARENT/GUARDIAN

Please read and sign the authorization statement below and submit this form directly to the student's current school after the first marking period.

I/We _____ hereby authorize _____
PARENT/GUARDIAN NAME STUDENT'S CURRENT SCHOOL

to release the following records of _____
STUDENT'S NAME

to the Admissions Office at Connelly School of the Holy Child for the purpose of admission review and academic placement:

1. Official transcript of all grades and comments for the past two academic years
2. Results of standardized achievement and/or aptitude tests
3. Records of attendance and disciplinary actions
4. If applicable, copies of personal evaluations or psychological reports

PARENT/GUARDIAN SIGNATURE

DATE

TO THE APPLICANT'S CURRENT SCHOOL

For applicants applying for admission to Holy Child, we ask that records not be sent until first quarter or trimester grades are completed in order to avoid duplicating your efforts. If the student's attendance record is not listed on the transcript, please indicate below the number of days she has been absent or tardy while at your school. Thank you for your assistance. Please contact the Admissions Office should you have any questions.

Please send the materials indicated above to:

Director of Admissions
Connelly School of the Holy Child
9029 Bradley Boulevard
Potomac, MD 20854

COMMENTS:

SCHOOL OFFICIAL SIGNATURE

DATE

CONNELLY SCHOOL OF THE
HOLY CHILD