



CRISTO REY
RICHMOND HIGH SCHOOL

Guidance Counselor/Principal:
Please send to
Cristo Rey Richmond High School
ADMISSIONS OFFICE
304 N. Sheppard Street
Richmond, VA 23221
(804) 447-4704

Request for Records

Date: _____/_____/_____

Dear Parent/Guardian,

Please sign this consent and forward it to your daughter's or son's current Guidance Counselor/Principal. He/she is then asked to forward this consent and records to the Admissions Office at Cristo Rey Richmond High School.

I hereby grant permission for _____ to forward copies of the following
Name of Current School

information contained in the school records of: _____
Name of Applicant

- Final report card from the previous school year
- Report cards to date for the current school year (first quarter grades required)
- IEP records or 504 records (if applicable)
- Student disciplinary record (including suspensions, expulsions and withdrawals if applicable)
- Standardized test scores from last three years
- Attendance records

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Parent/Guardian Phone Number

Dear Guidance Counselor or Principal,
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Admissions Office
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