

Notre Dame High School

Transcript Release and Confidentiality Form



To the Applicant's Parent/Guardian:

Notre Dame High School requires confidential recommendations from current teachers, and her counselor or principal. Accordingly, for these confidential recommendation forms to be released by the current school, parents must waive their right to inspect these confidential forms.

Under Federal Law, The Family and Educational Rights and Privacy Act, parents or legal guardians must authorize the release of school records.

Please complete this form and **return it to the office of the applicant's current school** along with the required recommendation forms and Transcript Request Form for eighth grade students. Some schools have specific requirements for you to complete before they will release confidential information about your daughter to another school. **This form does not need to be submitted to Notre Dame High School, only to the applicant's current school.**

Student Name: _____

Current School: _____

I authorize the release of school records including an official transcript of all grades for the past two years as well as the results of academic testing regarding the above named candidate to Notre Dame High School. In authorizing this release, I acknowledge that I waive my right to read any confidential recommendations.

Signature of the Student's Parent/Guardian: _____

Print Name: _____ Date: _____

To the student's current School Registrar: Please send this student's official transcript including the first trimester/semester grades for the current year as soon as they are available. Also, please send the final transcript at the conclusion of the school year.

For questions, please contact Cathy Lewis, Director of Admissions, at 650.595.9504.

Thank you for your assistance.

A handwritten signature in cursive script that reads 'Cathy Lewis'.

Cathy Lewis
Director of Admissions