2901 Popkins Lane
Alexandria, Virginia 22306

Saint Louis Catholic School

School: 703-768-7732
Fax: 703-768-3836

Release of Student Records

INSTRUCTIONS: Parents/Guardians, please fill out and submit this form to your child's current school. Your current school will then send St. Louis Catholic School the official records. Student Assessments will be scheduled upon receipt of the student's school records.

Date: _____/_____/_____

NAME & ADDRESS OF PREVIOUS SCHOOL:

_____ Phone: _____

_____ Fax: _____

_____

The following student has applied for admission to St. Louis Catholic School:

_____ _____/_____/_____ _____
STUDENT'S NAME DATE OF BIRTH CURRENT GRADE

Please forward the following information to my attention at the above address as soon as possible so that appropriate educational placement may be made.

Academic Transcripts*	Sociological Information	Screening and Eligibility Minutes
Current-Year grades to-date*	IEP/504 Plan	Child Study Referrals
Attendance information*	Speech and language evaluations	Physical Examination
Standardized Test Scores*	Vision screening reports	Health and Immunization Records
Special school/Center information	Physical Fitness Test Records	Discipline Record
Psychological/Educational Evaluations	Custody information/Court Decisions	

Thank you for your cooperation.

Sincerely,

Mrs. Kathleen McNutt
Principal

NOTE: In accordance with the FERPA (Family Education Rights and Privacy Act), records marked with an asterisk do not require parent signature for release.

I give permission to have the above records forwarded to the principal's attention at the address above.

_____ _____
SIGNATURE OF PARENT/GUARDIAN DATE