

CONFIDENTIAL PRELIMINARY RECORDS REQUEST

Please complete the top section and submit this form to your child's Principal or School Counselor.

Date of Request: _____ Current School: _____

Student Name: _____ Date of Birth: _____
First Middle Last

Current Grade: _____ Anticipated OLSH Enrollment Date: _____

I/We authorize the release of my/our child's academic records to *Our Lady of the Sacred Heart High School*, as requested below. I/We agree to indemnify all schools and employees providing information from any liability for doing so.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

To the Principal or School Counselor:

The student named above has applied for admission to *Our Lady of the Sacred Heart High School*. In order to process his/her application, our Admissions Department, Principal and/or School Counselors need to review the following documents and information:

- Academic transcript (including credits)
- Current report card
- Standardized test results
- Attendance records
- Discipline records/reports (including suspension/disenrollment info; psych evaluation)
If student has no discipline record, please confirm this in writing
- Gifted and/or Special Education Records (IEP/504 Plan/Growth Plan), if applicable

Please note that this is a preliminary records request only. Do not forward final/official records, only unofficial copies for review. If the student is accepted to *Our Lady of the Sacred Heart High School*, an official request for final records will be submitted to your school.

As soon as possible, please send the requested documents, via fax, email or regular mail, to:

Our Lady of the Sacred Heart High School

Attn: Admissions Office

1504 Woodcrest Avenue

Coraopolis, PA 15108-3054

email: admissions@olsh.org

fax: (412) 264-4143

If you are unable to release any of the requested records or have any questions or concerns, please contact Admissions Assistant Kelly Pontiere at (412) 424-4615 or kpontiere@olsh.org. Thank you very much for your assistance!