

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:

- 7th Grade report card (final)
- Most recent standardized testing results (IOWA, PSSA, etc.)
- Current 8th Grade report card (*or progress report, if prior to end of Quarter 1*)
- Attendance and Discipline reports (*If student has no discipline record, please confirm this in writing.*)
- IEP/Growth Plan/504 Plan/Special Education Records (*if applicable*)
- Any other pertinent information about this applicant

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 at the end of the current school year.

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!



Prospective Student - Discipline Record

The student listed below has applied for admission to Our Lady of the Sacred Heart High School. A discipline report is required for all prospective students.

Please complete the form below and submit along with all requested academic records. Thank you.

Name of Student

Current Grade

- has **no** disciplinary actions to report.

Category A

- has been suspended or expelled from school for any of the following reasons:
 - violation of weapons policy.
 - violation of substance abuse policy.
 - willful infliction of injury to another person.
 - for any act of violence committed on school property.
 - other _____

If desired, please provide additional information about Category A offences:

Category B

- has been disciplined for fighting but has not been expelled or suspended.
- has been disciplined appropriately and in accordance with our school policies for *minor* acts such as missing homework, tardiness, dress code violations, and/or inappropriate conduct.

Signature of principal or school administrator: _____ Date: _____

Name (please print): _____

Title: _____

