



St. Theresa School

21370 St. Theresa Lane, Ashburn, VA 20147
703-729-3577, 703-729-8068fax
www.stsashburn.com

RECORDS RELEASE

Parent/Guardian:

Please complete the following information so that we may send your child's school records to another school.

STUDENT INFORMATION (Parent/Guardian Complete)

Name: _____ Date of Birth: _____

Address: _____ Current Grade: _____

School Currently Attending: _____

Address: _____ Phone #: _____

_____ Fax #: _____

Parent/Guardian Signature: _____

According to the Family Educational and Privacy Act (FERPA), an educational institution may release student records to officials of another school system without written consent of the parent/guardian.

SCHOOL REQUEST (School Office Use Only)

To: Student Records Official
From: Mrs. Erin O'Malley, Principal

The above named student has applied for admission to another school. Please release **OFFICIAL COPIES** of the marked (✓) items to the school noted on this form:

- Scholastic record (please include current year's grades to date)
- Testing (academic and psychological)
- Health records
- Discipline reports
- All confidential files (including I.E.P.'s, etc.)
- Other pertinent information that would aid in evaluating his/her effort and cooperation.