

STUDENT RECORD RELEASE FORM



ST. MARY'S ACADEMY

EDUCATING YOUNG WOMEN SINCE 1889

FOUNDED BY THE SISTERS OF ST. JOSEPH OF CARONDELET

PARENT GUARDIAN: Please submit this completed form to the school office of your daughter's current school as soon as possible after receiving your application packet.

I hereby authorize the release of my daughter's academic records, testing data, and behavior/attendance records to St. Mary's Academy in accordance with the Family Educational Rights and Privacy Act of 1974 and California State Law.

Parent/Guardian Signature: _____ Date _____

Name of Parent/Guardian (Print) _____

Name of Student (Print) _____

Name of Current School _____

SCHOOL OFFICIAL: Please mail an official copy of the requested records to St. Mary's Academy at your earliest convenience. These records will remain confidential and will be used by the Admissions Committee in our high school.

1. Cumulative academic records/transcripts
2. Report card for current quarter/semester/trimester
3. Standardized testing results
4. Discipline report, including attendance and tardiness
5. Immunization records
6. Archdiocese Confidential Common Evaluation Forms (3 : Principal/Counselor, Math & English Teacher

Please mail all documents to:

St. Mary's Academy, Admissions Office

701 Grace Avenue

Inglewood, CA 90301

(310) 674-8470 Fax (310) 674-6255

www.smabelles.org

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