

## 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](mailto: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](mailto: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: \_\_\_\_\_

