

Permission for School to Release Student Records

Requesting records from:

School: _____

Address: _____

City: _____ State: _____ Zip: _____

For: _____
(Student Name) (Grade Applying to St. Richard's School)

The Admission Office at St. Richard's School has received an application for the above-named student. Our Admission Committee cannot act on this application until the information below has been received. We ask that your school mail the required materials directly to St. Richard's School, to the attention of the Admission Office. A parent cannot "hand carry" this information to St. Richard's School.

I/We hereby authorize St. Richard's School to contact schools and other sources to obtain information to support this application and I/we will not seek access to confidential recommendation and evaluation materials before or after the admission decision is made. I/we release every person and institution from any and all liability resulting from or pertaining to the furnishings of records, documents, and other information provided to St. Richard's School for that purpose.

St. Richard's School request the following information:

- Most current standardized testing results
- Transcript of grades
- Current school year progress reports (when grades not available or not yet given)
- All testing data (e.g. psychological/social/emotional evaluation(s))
- Any classroom/teacher accommodations (e.g., academic, behavioral, IEP)

Thank you for your prompt attention to this request.

Parents'/Guardians' signatures: _____

Date: _____



St. Richard's School

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