Release of Records Authorization Form

For 8th grade applicants at public or non-Catholic private grade schools

(Release of Records for applicants attending Catholic grade schools will be handled by the Catholic grade school)

Please complete this form and turn into your grade school counselor/office administrator no later than **November 1st**. Schools should send records to Ursuline no later than December 1st.

Date_____

Current Grade School_____

Student Name_____

Mailing Address_____

_____

I authorize that the following records for my daughter may be sent to **Ursuline Academy** as part of the Admissions Process for the upcoming school year. The following list of records requested cannot be removed or altered in any way. **I also authorize a release of final records to the school at the conclusion of the school year should the student enroll at Ursuline Academy.**

1. Report Cards for Grades 6th, 7th and 8th
2. Copy of Birth Certificate
3. Attendance Records (if not included on report cards)
4. Discipline Records (if applicable)
5. Standardized Test Scores/State Test scores
6. Evaluation Team Report (ETR)
7. Any IEP/SP, 504 Plan or School Accommodation Plan, if applicable

Parent/Guardian Signature_____

Parent/Guardian Printed Name_____

Parent/Guardian Email_____

Parent/Guardian Phone Number _____

***Counselor/Office Administrator - Please return this form with appropriate student records by December 1st to Ursuline Academy attn: Admissions Office,** 5535 Pfeiffer Road, Cincinnati, OH 45242, **or via email to** admissions@ursulineacademy.org