



## Release of Records Authorization Form

### For 8<sup>th</sup> 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 1<sup>st</sup>**. Schools should send records to Ursuline no later than December 1<sup>st</sup>.

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 her application for admission. 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 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>
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
8. Health records (only at needed at end of year for students who enroll at Ursuline)

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 1<sup>st</sup> to Ursuline Academy attn: Admissions Office, 5535 Pfeiffer Road, Cincinnati, OH 45242, or via email to [admissions@ursulineacademy.org](mailto:admissions@ursulineacademy.org)**