

# Roanoke Catholic School



## STUDENT RECORD RELEASE REQUEST

Student Name: \_\_\_\_\_

Student Home Address: \_\_\_\_\_

Name of Current School: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Applying for Grade: \_\_\_\_\_ for Academic Year: \_\_\_\_\_

I give my permission for the personnel of \_\_\_\_\_  
(Name of Current School)

to comply with this request for records. In addition, should my child enroll at Roanoke Catholic School, I give my permission for my child's complete, updated records to be forwarded to Roanoke Catholic School.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL:** Please return a copy of this form with the following documentation directly to Roanoke Catholic School so that we can make an admissions decision. If any item does not relate to this applicant, please check "Not Applicable." **Please note that applying for admission does not guarantee acceptance. Please retain copies of all documents for your records and keep the student enrolled at your school for now.**

- Transcripts of Elementary/Middle/High School grades, grading scale, and credits earned.....  Included  Not applicable
- Most recent report card.....  Included  Not applicable
- Current grades.....  Included  Not applicable
- Records from previous schools.....  Included  Not applicable
- Standardized test scores (SOLs, PSAT, SAT, competency tests, etc.)....  Included  Not applicable
- Confidential Records (Psychological, Psychiatric, IEP/504, Custodial Orders, etc.).....  Included  Not applicable
- Disciplinary Records.....  Included  Not applicable
- Attendance Records.....  Included  Not applicable
- Health and Immunization Records.....  Included  Not applicable
- Birth Certificate.....  Included  Not applicable
- Cumulative/Permanent Record Card.....  Included  Not applicable
- Teacher Recommendations.....  Included  Not applicable
- Other: \_\_\_\_\_  Included  Not applicable

Please fax or mail records to Emily Gaston, Director of Enrollment and Retention  
egaston@roanokecatholic.com

Roanoke Catholic School | 621 N. Jefferson St. | Roanoke, VA 24016

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