



REQUEST AND RELEASE of RECORDS

The student listed below has applied for admission to Saint Mary Academy.
If applicable, please forward us the following documents:

- Most recent report card with an explanation of the grading and/or credit system
- Current grades up to the time of withdrawal
- Attendance records
- Standardized test scores with names and test dates
- Health and immunization records
- Current IEP, 504 Plan, Academic accommodations
- Current and past assessment/evaluation information
(Psychological, OT, PT, Speech, Developmental Delays)

Records Request For:

Student Name: _____

Current Grade: _____

Date of Birth: _____

Request Records From:

Name of School: _____

Street Address: _____

City, State and Zip Code: _____

Phone Number: _____

Records to be Sent To:

Saint Mary Academy - Attn. Admissions Coordinator
11311 St. Mary Lane
Prospect, KY 40059
Fax (502) 326-3655

(Parent Signature)

(Date of Request)