

# REQUEST FOR ACADEMIC RECORDS

Admission Office

## TO THE PARENT / GUARDIAN

Please read and sign the authorization statement below and submit this form directly to the student's current school after the first marking period.

I/We hereby authorize \_\_\_\_\_  
STUDENT'S CURRENT SCHOOL

to release the following records of \_\_\_\_\_  
STUDENT'S NAME

to the Admission Office at School of the Holy Child for admission review and academic placement:

1. Official transcript of all grades and comments for the past two academic years
2. Results of standardized achievement and/or aptitude tests
3. Records of attendance and disciplinary actions
4. If applicable, copies of personal evaluations or psychological reports

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## TO THE APPLICANT'S CURRENT SCHOOL

For applicants applying for admission to Holy Child, we ask that records not be sent until first quarter or trimester grades are completed to avoid duplicating your efforts. If the student's attendance record is not listed on the transcript, please indicate below the number of days she has been absent or tardy while at your school. Thank you for your assistance. Please contact the Admission Office should you have any questions.

*If possible, we prefer that digital copies of the materials indicated above are sent to:*

**Kristen Parrott Mulvoy '91, Admission Associate**  
**k.mulvoy@holychildrye.org**

*If paper copies are necessary, please send to:*

Admission Office  
School of the Holy Child  
2225 Westchester Avenue  
Rye, NY 10580

## COMMENTS:

\_\_\_\_\_  
SCHOOL OFFICIAL SIGNATURE

\_\_\_\_\_  
DATE

# HOLY CHILD

EDUCATING YOUNG WOMEN OF CONSCIENCE AND ACTION

2225 Westchester Avenue | Rye, NY 10580 | (914) 967-5622 | www.holychildrye.org