

RELEASE OF RECORDS

Teacher evaluations, transcripts and records of standardized testing are a part of the application to Bishop Montgomery High School. Please complete this form and give it to your child's current school.

Student's Name _____

Date of Birth _____ Grade _____

Current School _____ Phone: () _____

School Address _____

City _____ State _____ Zip Code _____

In accordance with the Family and Educational Rights and Privacy Act of 1974 and California State Law, I hereby authorize the release to Bishop Montgomery High School, copies of all school records, including grades, health records, and any other developmental information regarding the above named pupil.

Signed _____ Date _____

(Parent / Legal Guardian)

The above named school will provide the following records to the Admissions Department of Bishop Montgomery High School:

Academic Records:

Please send copies of the following documents:

1. Seventh and eighth grade report cards
2. Two consecutive standardized test results (seventh and eighth grade SAT 9 for parochial schools, sixth and seventh for all other schools). If the test results are from another type of standardized test, include the name of the test.
3. Conduct grades, work habit grades, and a key to abbreviation codes if not already included on the report card.

Attendance Records:

Tardy and absent days for seventh and eighth grades.

Notes: If the 8th report card grades are not available by **January 14, 2010**, please send all materials that are available at that time, **and send the report card grades in by February 1, 2010. Do not hold the application for the 8th grade report card.** If teacher recommendations can be sent in the same envelope as the records, it is deeply appreciated. **Please do not staple school records together.**

Financial Obligations (Private schools please check one)

- | | |
|--|--|
| <input type="checkbox"/> Parents meet financial obligations. | <input type="checkbox"/> Student receives Archdiocesan Tuition Assistance. |
| <input type="checkbox"/> Parents fail to meet financial obligations. | <input type="checkbox"/> Parents need special consideration with finances. |

Principal's recommendation: Please have the principal or a school administrator complete the information on the opposite side of this sheet.

All records should be mailed directly or placed in a sealed envelope if given to the parent. An official signature should cover the seal. Please do not fax.

BISHOP MONTGOMERY HIGH SCHOOL
5430 TORRANCE BLVD., TORRANCE, CA 90503 ♦ PHONE (310) 540-2021, EXTENSION 227

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