



**SAINT
GERTRUDE
HIGH SCHOOL**

TRANSCRIPT *release* FORM

2

TRANSCRIPT

Complete and return a signed transcript release form.

To Parent or Guardian:

In order for Saint Gertrude High School to obtain the current school record of a student applying for admission, it is necessary for a parent or guardian to give permission.

Please complete the information below and return the application for admission and the transcript release form to Saint Gertrude High School.

The Saint Gertrude High School Admission Office will then forward this form to the student's school.

APPLICANT'S NAME _____ Date of Birth _____
first middle last

Name of School _____ Grade _____

Address of School _____
street city state zip

NAME OF COUNSELOR _____ Phone _____

Do you give permission to release to Saint Gertrude High School all records including educational testing, psychological testing and/or any confidential files about your daughter? YES NO

Authorization Statement and Signature:

By signing this Transcript Release Form, I acknowledge and agree that all information received from the applicant's current school, including transcripts and teacher recommendations, will be kept confidential and not released to the parent(s) or guardian(s) of the applicant by Saint Gertrude High School.

Signature of Parent or Legal Guardian

Date

To Applicant's School:

The above student has applied for admission to Saint Gertrude High School.

Please release the following information.

If you have any questions or concerns, please do not hesitate to call:

Stacey Nelson-Munro, Admission Assistant, Saint Gertrude High School at 804.708.9520.

Information to be released:

- Scholastic record including current report card (if available)
- Educational / Psychological testing / IEP
- Standardized Test Scores
- Immunization Records for final transcript

Please mail to:

Director of Admission
 Saint Gertrude High School
 12829 River Road
 Richmond, VA 23238