



**ST. STEPHEN'S & ST. AGNES SCHOOL - PARENT REQUEST FOR RELEASE OF RECORDS  
GRADES 6-12**

**TO ALL PARENTS**

**Please fill in the information on the top of this form and submit it to the Guidance Counselor, Principal or Director of your child's current school for completion. All records must be received by January 27, 2012.**

Name of Student \_\_\_\_\_  
First Middle Last

Current Grade \_\_\_\_\_ Applicant for Grade \_\_\_\_\_

Current School \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

I authorize the release of school records and teacher recommendations to St. Stephen's & St. Agnes School.

*I understand that the recommendations are confidential and will not be made available for student or parent review.*

Parental Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE SCHOOL**

**Please send the following records and information, which must be received by January 27, 2012:**

1. A transcript of all courses and grades for the 2010-2011 year and for the **current school year (2011-2012)** through December or January. **Please be sure to include the most recent report card.**
2. Scores of any standardized ability and achievement tests taken during the last three years.
3. Comments by the Guidance Counselor, Principal or Director about the applicant's academic characteristics, personal traits, and participation in the extracurricular areas would be most appreciated.

**Send materials to:** St. Stephen's & St. Agnes School, Admission Office, 400 Fontaine Street, Alexandria, Virginia 22302. If you need anything further, please do not hesitate to call 703-212-2706.

In relation to students of the same age, please indicate your overall evaluation of this applicant by checking the appropriate space:

	Outstanding	Excellent	Good	Fair	Poor
As a student	_____	_____	_____	_____	_____
As a school citizen	_____	_____	_____	_____	_____

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Thank you. We appreciate your time and assistance.