



ST. STEPHEN'S & ST. AGNES SCHOOL

PARENT REQUEST FOR RELEASE OF ACADEMIC RECORDS FOR GRADES JK-5

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 12, 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 12, 2012:

JK/Kindergarten Applicants:

1. Any checklists, assessments, or parent-teacher conference notes for the student. Comments summarizing cognitive development and personal traits are appreciated. Whatever form of evaluation you use is acceptable.

1st-5th Grade Applicants:

1. A transcript of grades for the past year (2010-2011) 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 two years.

3. Comments by the Guidance Counselor, Principal or Director about the applicant's academic characteristics and personal traits are appreciated.

If you have questions, do not hesitate to call 703-212-2705. Thank you for your assistance.

This form needs to be signed by a school administrator and the materials forwarded to:

St. Stephen's & St. Agnes School, Admission Office, 400 Fontaine Street, Alexandria, Virginia 22302

Administrator's Signature _____

Title _____ Date _____