ACADEMY OF THE
SACRED HEART

PERMISSION FOR SCHOOL TO RELEASE STUDENT RECORDS

Name of Applicant _____

Applying for grade _____ for year _____

To the parent(s):
Please return this signed form to the Academy of the Sacred Heart with your child's application.

This form is to be completed by the Principal, Director, or teacher of your child's most recent school. Your current school will mail this confidential reference form and supporting materials (grades, standardized testing, if applicable) directly to the Academy of the Sacred Heart. A parent may not "hand carry" the completed form to the Academy of the Sacred Heart. It will be used only for the admission process and will not become part of the student's permanent school record. The Admission Committee cannot act until all necessary information has been received.

I/we hereby authorize the Academy of the Sacred Heart to contact schools and other sources to obtain information to support this applicant's application*. I/we will not seek access to confidential recommendation and evaluation materials before or after an admission decision is made. I/we release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents and other information provided to the Academy of the Sacred Heart for that purpose. In order to complete the application process, I/we authorize the release of my child's academic records and psychological testing results. After acceptance has been offered, I/we authorize release of the full record when transfer occurs.

Signature of Parent: _____ Date _____

(or custodial parent) _____

To the school:
The Academy of the Sacred Heart would appreciate receiving the following information:

Current report card
All standardized test scores
Official transcripts
Recommendations from current teachers – forms to be supplied by Sacred Heart
Any other information pertinent to the student

*The Directors of Admission of the Independent Schools of New Orleans (ISAS-NO) work together to make the admission process as simple as possible for parents and children and to help families find the best educational placement for each child. When families apply to more than one ISAS-NO school, those schools will share applicant lists, school records, teacher recommendations and testing results. Your signature above indicates your acceptance of these policies.