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MOUNT SAINT JOSEPH ACADEMY

Transcript Release Authorization

Permission for School to Release Student Records to Mount Saint Joseph Academy

Applicant Transcript and Standardized Test Results Deadline: November 2, 2016

Parents: Submit this form to the principal or guidance counselor of the school the applicant is presently attending, not to Mount Saint Joseph Academy.

TO: _____
Principal/Guidance Counselor

_____
Name of School

RE: Academic Records of _____
Name of Applicant

Who is presently a student in grade _____

I/We hereby authorize Mount Saint Joseph Academy to contact schools and other sources to obtain information to support this application and 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 Mount Saint Joseph Academy for that purpose.

In order to complete the application, I/we authorize the release of my/our child's sixth and seventh grade transcripts, standardized test scores and attendance records as requested by Mount Saint Joseph Academy. After acceptance has been offered in accordance with the Family Educational Rights and Privacy Act of 1974, I/we authorize release of the full record when transfer to Mount Saint Joseph Academy occurs.

Signed _____
Signature of Parent/Guardian *Date*

THIS FORM SHOULD BE RETAINED BY THE STUDENT'S PRESENT SCHOOL.

School Office

Please forward copies of the student's sixth and seventh grade transcripts, including standardized test scores and attendance records by **November 2, 2016**. If your school is on a trimester schedule, please send a copy of the eighth grade report card with current standardized test scores by **December 1, 2016**. Forward records to:

Mount Saint Joseph Academy
Admission Office
120 W. Wissahickon Avenue
Flourtown, PA 19031

Admission Office
Phone: (215) 233-9133
Fax: (215) 233-5887

admiss@msjacad.org
www.msjacad.org

Date Sent _____

Name of Individual Releasing Records _____
Print Name