

# REQUEST FOR STUDENT RECORDS



Please complete the information below and sign the release statement. Submit this form to the office of the Principal or Head of School at the school your child is currently attending. The school will then honor our request to forward records directly to us.

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Name of Applicant Applying for Admission to Grade (Pre-K-12)

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Current School Current Grade Date of Birth

I give my permission to the proper authorities at \_\_\_\_\_ school  
to release a copy of the following parts of my child's record to the Admissions Office of Providence Academy:

- 1 Copy of prior two years report cards (including first semester of current year)
- 2 Official Administrative Record (name, address, date of birth, grade level completed, class standing, attendance record)
- 3 Disciplinary Records including all records of behavior, suspension, withdrawal and/or dismissal
- 4 All standardized test scores including achievement, intelligence and aptitude
- 5 Teacher and/or counselor observations, reviews and comments
- 6 Record of extracurricular activities
- 7 Other \_\_\_\_\_

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Signature of Parent/Guardian Date

To the officials at the student's current school – Thank you for taking the time to help the applicant and us.  
Please return records to:

**Director of Admissions  
Providence Academy  
15100 Schmidt Lake Road  
Plymouth, MN 55446  
Phone: 763-258-2502  
Fax: 763-258-2503**