



**St. Joseph Academy
Record Release Form**

This form ensures compliance with the family educational right and privacy act of 1974 that requires documented evidence of permission to release all student files to officials of other public or private schools in which the student intends to enroll.

Parents: Please forward this form to your child's current school

Provisions: Documented evidence of parent approval must be received before records are transmitted to the receiving school.

I/we, parent(s) of

Name of Students

Age

Grade

request and authorize that the following information for my child be released & forwarded to St. Joseph Academy.

Parent Signature

Date

St. Joseph Academy requires:

- A copy of the official transcript containing academic performance.
- Standardized test results for the last two (2) years available
- Child Study Team Evaluations (if applicable).
- Official Discipline Records

Sending school please email release to: admissions@stjoseph.academy