



RECORDS RELEASE FORM

Please complete and submit this form to your daughter's current school and to admissions@mercyhigh.com.

Name of Student _____ Current Grade _____

Name of Parent/Guardian _____ Telephone _____

Parent Email _____

I, _____, give _____
Parent/Guardian Current School

permission to release the above student's academic transcripts to date for the purposes of review for admission to Mercy High School, including (please check-off what is included):

- ☐ The most current report card.
- ☐ Transcripts and standardized test scores for the last two years.
- ☐ Attendance history.
- ☐ Current behavior/disciplinary history*.
- ☐ ****If not available, a letter from administration speaking to disciplinary history is required.***
- ☐ Records of all diagnostic testing, psychological evaluations, PPT's, 504 plan, IEP, etc.

If notified by Mercy High School or me that the above-named student has been accepted and will be attending Mercy High School, I hereby authorize the release of the student's final transcript, test scores, and medical/immunization records. These records should be forwarded to Mercy High School at the end of the current academic year, or at the time of student's withdrawal from school.

Parent/Guardian Signature

Date

To the current school: ***The student's deadline for submitting the above-mentioned records for our review is November 30 for our first round of acceptances.*** If you receive this request after November 30, the student's application will be considered on a rolling admissions basis. We would appreciate your assistance in sending this information at your earliest convenience to the attention of the **Admissions Office**. ***Please keep a copy of this Records Release Form for your use at the end of the academic year to send final records.***

Name of Current School _____

School Address _____

Name of Contact Person at School _____

Contact Phone _____ Contact Email _____

Signature/Title _____ Date _____

Please either fax records to ATTN: Admissions at 860-344-9887 or scan a copy to admissions@mercyhigh.com.