**Holy Family School – Learning for today, preparing for tomorrow.**

**REQUEST FOR SCHOOL RECORDS**

**Parent/Guardian of the Student:**

The upper portion of this form is to be completed by the parent/guardian of the applicant.

Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Grade\_\_\_\_\_\_\_\_ School now attending/last attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address City State Zip Fax Number

I hereby give permission to the school I have listed above to give information to Holy Family School, as my signature attests to below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office of Registrar/Admissions**

The student named above, who is currently enrolled in your school (or your school represents his/her most recent enrollment), has applied for admission to Holy Family School. We would appreciate you please sending us copies of the respective student’s report cards, standardized test scores, teacher comments, any other pertinent information which will help us determine his/her placement.

Please send and return this form along with the materials we have requested. Thank you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Holy Family School Administrative Secretary Date

Note: Please mail copies of all requested records to the following address:

**Holy Family School, P.O. Box 3700, Lacey, WA 98509 Questions? (360) 491-7060**