

RECORDS REQUEST

Request for Academic Records

Saint Luke Catholic School

7005 Georgetown Pike, McLean, Virginia 22101

Telephone 703.356.1508 Facsimile 703.356.1141

School Name _____

Address _____

City _____

State _____

Zip _____

I request that a copy of official school records for the student named below be sent to Saint Luke Catholic School for the purpose of admission review and academic placement.

Please include the following:

- 1) Report cards for the current and prior academic year
- 2) Results of standardized achievement and aptitude tests
- 3) Records of attendance and disciplinary actions
- 4) If applicable, copies of personal evaluations or psychological reports.

I authorize teachers to release information about my child that would identify apparent learning strengths and weaknesses and patterns of behavior.

STUDENT _____

DATE OF BIRTH _____

GRADE _____

PARENT/GUARDIAN _____

DATE _____

Address _____

City _____

State _____

Zip _____

Telephone (home) _____

(work) _____

(cell) _____

Schools should send information and this release form to:

Connie Lagos, Registrar
Saint Luke Catholic School
7005 Georgetown Pike
McLean, Virginia 22101