

# RECORDS REQUEST

## Request for Academic Records

### Saint Luke Catholic School

7005 Georgetown Pike, McLean, Virginia 22101

Telephone 703.356.1508 Facsimile 703.356.1141

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School Name \_\_\_\_\_

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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 \_\_\_\_\_

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Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

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Telephone (home) \_\_\_\_\_

(work) \_\_\_\_\_

(cell) \_\_\_\_\_

Schools should send information and this release form to:

Sunny Lake, Registrar  
Saint Luke Catholic Church  
7005 Georgetown Pike  
McLean, Virginia 22101

Parent signature also serves as permission to send end of year report card if requested