



The community of St. Teresa's School, in our Lord Jesus Christ, is dedicated to academic excellence within the Catholic Tradition.

417 Edgewood Lane • Albany, GA 31707 • 229-436-0134 • www.stteresas.org

Release of Records

Instructions to the Parent/Guardian. Please print or type the student information. Read and sign the authorization statement below. Deliver this form to the student's current school with a stamped envelope addresses to: St. Teresa's Catholic School, Attn: Admissions, 417 Edgewood Lane Albany, GA 31707

Applicant's Name _____

Current School _____

For the student name above, I hereby authorize the release of the following school records to St. Teresa's Catholic School for the purpose of admissions review and academic placement.

Parent/Guardian _____ **Date** _____

Instructions to the Applicant's Current School. The student named has applied for admission to St. Teresa's Catholic School. We would appreciate you promptly sending the following records:

1. Official transcripts of all grades for the past two years
2. Results of standardized achievement and/or aptitude tests
3. Records of attendance and disciplinary actions
4. Final transcript upon completion of the school year

If this student is admitted to St. Teresa's Catholic School, a request for a final transcript will be made at the time of enrollment. **Please hold this authorization form on file so a second form will not be necessary.**