



Benedictine College Preparatory

Transcript Release Form

Dear Parent / Guardian: Please sign this release as part of the application process. Upon receiving the application and release, we will forward the release to your son's present school. Your permission and signature are required by law to have his transcript and recommendations sent to us. After we receive them, we will call you to schedule a personal interview, which is the final step in the admission process.

RELEASE

I, the undersigned, parent / guardian of _____,
(applicant's name)

give permission to _____ to release my son's
(school now attending)

records, with their recommendations, to:

Benedictine College Preparatory, 12829 River Road, Richmond, Virginia 23238

(signature of parents or guardians)

(date)

Dear School Administrator: This is a transcript release form for a student currently enrolled in your school and who has applied to enter Benedictine College Preparatory. Before we can schedule interviews with our applicants, we will need a copy of their transcript. Please send the following information regarding this student at your earliest convenience:

1. The student's complete middle/high school transcript to date including most recent report card
2. Results from standardized tests he has taken (SOL, ETS, PSAT, SAT)
3. Any information concerning learning disabilities, IEP or special learning programs, if applicable
4. The completed following 3 recommendations:
Administrative, current English teacher and current Math teacher