



Mercy High School
TRANSCRIPT AND CONFIDENTIAL RECOMMENDATIONS
RELEASE FORM

For All Applicants

To the Applicant's Parent/Guardian:

Mercy High School Burlingame requires confidential recommendations from a current teacher, counselor, or principal. Accordingly, in order for these confidential recommendation forms to be released by the current school, parents must waive their right to inspect these confidential forms.

Under Federal Law, *The Family and Educational Rights and Privacy Act*, parents or legal guardians must authorize the release of school records.

Please complete this form and return it to the office of your daughter's current school along with the required recommendation form(s). Some schools have specific requirements for you to complete before they will release confidential information about your daughter to another school. Please comply with these requirements.

Student Name: _____

Current School: _____

I authorize the release of school records including an official transcript of all grades for the past two years as well as the results of academic testing regarding the above named candidate to Mercy High School, Burlingame. In authorizing this release, I acknowledge that I waive my right to read any confidential recommendations.

Signature of the
Student's Parent/Guardian: _____

Print Name: _____ Date: _____

To the student's current school registrar:

Please send this student's official transcript including the first trimester/semester grades for the current year as soon as they are available. Also, please send the final transcript at the conclusion of the school year.

For questions, please contact the Admissions Office at 650.762.1114 or admissions@mercyhsb.com.

Thank you for your assistance.

Christina McMorrow
Director of Admissions

Elizabeth Agler
Assistant Director of Admissions