



# OFFICIAL RECORDS REQUEST

**This form must be completed and taken to the applicant's current school to request a release of transcripts and records which are part of the required application materials. ALL RECORDS MUST INCLUDE AN OFFICIAL SEAL AND BE SENT DIRECTLY TO SERVITE BY THE APPLICANT'S CURRENT SCHOOL.**

Dear School Administrator:

\_\_\_\_\_ has applied for admission to Servite High School. For his application to  
(Applicant's Name)  
be considered, we request that you forward the following information directly to the Servite High School's Admissions Office. Please note that records are not to be turned in by the applicant.

### **Incoming Freshman (Class of 2025):**

1. Copy of the student's transcripts for grades 7 and 8. The 8th grade record should include the first quarter/semester or tri-semester grades.\*
2. Copy of standardized testing from grades 6, 7 and 8 if available.
3. Copy of the student's current immunization records which will show proof of Tdap (pertussis) vaccination and verification of tuberculosis skin testing (PPD/Mantoux only are accepted).
4. Discipline record if applicable.

Please return all requested documents to Servite High School, Attention: Admissions Office. Thank you for your assistance in helping us evaluate this applicant.

**\*If the student is applying for Early Admission, please note that there is no need for you to send any information before the first quarter or trimester report card is available. For your convenience, please feel free to send all information at once or contact the Admissions Office at [admissions@servitehs.org](mailto:admissions@servitehs.org).**

Early Admissions deadline #1 Friday, November 13, 2020  
Early Admissions deadline #2 Friday, December 4, 2020  
Regular Admissions deadline Friday, January 29, 2021

Please return all requested documents to Servite High School, attention: Admissions Office. Thank you for assisting in helping us evaluate this applicant.

I give my permission for \_\_\_\_\_ to forward these records to Servite High School.  
(Applicant's Current School)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE