



## Student Record Release Form

### TO THE APPLICANT'S PARENT OR GUARDIAN:

In order for the Admissions Office to obtain the records of a student applying to Norfolk Academy, it is necessary to complete the top section of this form and provide the form to the appropriate official at your child's current school. **Please do not submit this to your child's school before November 1.**

\_\_\_\_\_ is an applicant to Norfolk Academy.  
Name of Applicant \_\_\_\_\_

I authorize \_\_\_\_\_ to release the information specified below to Norfolk Academy.  
Name of School \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Current Grade \_\_\_\_\_ Applicant's Date of Birth \_\_\_\_\_

### TO THE SCHOOL OFFICIAL:

Please email or fax the following information (copies only) with this completed form. This information is required for the Admissions Committee's review.

- Academic Transcript including grades and comments from ALL PREVIOUS YEARS AND THE CURRENT SCHOOL YEAR
- Standardized Test Results
- Attendance Records
- Any Psychological Testing and/or Records
- Documentation of Special Services (such as Speech, Counseling, Occupational Therapy, Academic Support, IEP, or 504 Plan)

Has the applicant ever been suspended (ISS/OSS), placed on probation, or had any significant behavioral infraction? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

School Address \_\_\_\_\_

Street

City

State

Zip

Norfolk Academy admits students of any race, sex, sexual orientation, gender identity, religion, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, and national or ethnic origin, or any other basis prohibited by federal or state law in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletic or other school-administered programs.