



Be Who You Are and Be That Well

8601 Wolfrap Road, Vienna, VA 22182-5026
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www.olgcschool.org

The following student has applied for admission to Our Lady of Good Counsel School.

<i>Student's Full Name</i>	<i>Date of Birth</i>
<i>Name & Address of School providing records:</i>	<i>Phone #</i> _____
_____	<i>Fax #</i> _____

<i>Student attended from</i> _____, 20____	
<i>Date of Enrollment</i>	
<i>To</i> _____, 20____	<i>Grades Attended:</i> _____
<i>Date of Withdrawal</i>	

Required Student Records	
Academic Transcripts* Standardized Test Scores* Current Year Grades to Date* Attendance Information* Physical Examination Health and Immunization Records Physical Fitness Test Records Psychological/Educational Evaluations	Sociological Information IEP/504 Plan Child Study Referrals Speech and Language Evaluations Vision Screening Reports Special School/Center Information Discipline Record Screening and Eligibility Minutes Custody Information/Court Decisions
<i>*Note: in accordance with FERPA (Family Educational Rights and Privacy Act), records marked with an asterisk do not require parent signature for release.</i>	

Please send the items above as soon as possible so that appropriate educational placement can be made. Thank you for your cooperation.

Sincerely,

<i>Signature of Principal Requesting Records</i>	<i>Date</i>
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I give permission to release the above records for my student to the requesting Principal above.

<i>Signature of Parent/Guardian</i>	<i>Date</i>
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