



# Mount St. Dominic ACADEMY

*Empowering Young Women Since 1892*

3 Ryerson Avenue • Caldwell • NJ 07006

T: 973-226-0660 • F: 973-226-2693 • msdacademy.org

**PARENTS: Submit this form to your daughter's guidance/school office.**

## REQUEST FOR RELEASE/TRANSFER OF SCHOOL RECORDS

I FORMALLY REQUEST FROM:

-----  
(Name of daughter's present school)

-----  
(Address of daughter's present school)

That the official records for my daughter \_\_\_\_\_,

(Daughter's name)

Be sent via MAIL to:      Mount St. Dominic Academy Admissions  
   3 Ryerson Avenue  
Or                                      Caldwell, NJ 07006  
   973-226-0660, ext. 1114

EMAIL to:                      [admissions@msdacademy.org](mailto:admissions@msdacademy.org)

-----  
(Signature of Parent or Guardian)

**SCHOOL OFFICE: Submit all final transcripts to MSDA no later than June 30, 2023**

These records must include but are not limited to the following:

- A. Academic Records of courses taken and grades received
- B. Results of standardized testing
- C. The I.E.P. (if applicable)