



## STUDENT RECORDS REQUEST

4211 N Okatie Hwy Ridgeland, SC 29936 Telephone: 843-645-3838

**Parents please complete, sign, and submit to your child's current school.**

Student Name \_\_\_\_\_ Male \_\_\_ Female  
(please print) Last First

Birthdate \_\_\_\_\_ Current Grade \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name of School Currently Attending \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Years Enrolled in Current School \_\_\_\_\_ School Phone \_\_\_\_\_ Fax \_\_\_\_\_

***My child is an applicant for admission to John Paul II Catholic School, I hereby authorize you to release to John Paul II Catholic School the following records:***

- (1) a certified copy of the complete records (including official transcripts, final report cards and all standardized test results)***
- (2) immunization and health records***
- (3) birth certificate***
- (4) a copy of all disciplinary records***
- (5) IEP/SPED records, if applicable***

\_\_\_\_\_  
\*Parent Signature

\_\_\_\_\_  
Date

**Please send the above named records by mail or email to:**

**John Paul II Catholic School**  
**Attn: Anne McClure, Admissions**  
**4211 N Okatie Hwy**  
**Ridgeland, SC 29936**  
**Telephone: 843-645-3838**  
**[Anne.mcclure@johnpaul2school.org](mailto:Anne.mcclure@johnpaul2school.org)**

**\*The Family Educational Rights and Privacy Act (FERPA), 34 CFR § 99.31(a)(2), allows schools to send education records to a school where the student has enrolled or seeks to enroll without the parent's signature.**