



## Release of Records Request

### Parent/Guardian Instructions

Please sign the form below and submit it to the Principal or Guidance Counselor at the school your daughter currently attends.

*I authorize the release of my daughter's academic records as requested by Merion Mercy Academy.*

**Applicant Name:**

**Current Grade:**

**Date of Request:**

**Parent or Guardian Name:**

### Principal/Guidance Counselor Instructions

For all applicants, please forward copies of:

- The applicant's permanent record
- All past standardized test scores
- Any additional testing information
- First quarter/trimester report card

For **transfer applicants**, please include:

- The most recent report card, which should include at least two quarters or one completed semester.

Acceptances are made on a rolling admissions basis for students applying for the upper grades. Please send all records via email to [admissions@merion-mercy.com](mailto:admissions@merion-mercy.com).