



OFFICE OF ADMISSIONS

Request for Release of Records

The laws of confidentiality require that your child's school have your permission before releasing records. **Please complete this form and forward it to your child's CURRENT SCHOOL'S MAIN OFFICE OR GUIDANCE COUNSELOR.** They will then forward the necessary documents to O'Hara.

Applicant's Name: _____

Applicant's Present School: _____ Present Grade: _____

Parent's Preferred Phone Number: _____

Parent's Email Address: _____

Parent's Signature: _____

ATTENTION APPLICANT'S PRINCIPAL OR GUIDANCE COUNSELOR:

This release authorizes you to forward academic transcripts including the following to records@cohs.com:

- **8th Graders:** Final 6th and 7th grade report cards, most recent standardized test scores, attendance report, conduct record (including all infractions, demerits, detentions and suspendable offenses) and any special education evaluations/reports (IEPs, 504 plan) for the student named above. This release also authorizes you to forward report cards at each marking period and FINAL OFFICIAL TRANSCRIPT upon registration at Cardinal O'Hara at the end of the academic year, including medical records and special education records and test scores (if applicable).
- **Transfers:** Report card of most recently completed grade(s), current year report card/roster, most recent standardized test scores, attendance report, conduct record (including all infractions, demerits, detentions and suspendable offenses) and any special education evaluations/reports (IEPs, 504 plan) for the student named above. This release also authorizes you to forward report cards at each marking period and FINAL OFFICIAL TRANSCRIPT upon registration at Cardinal O'Hara at the end of the academic year, including medical records and special education records and test scores (if applicable).