



Our Lady of Tepeyac High School Transcript Release Form

Parents, please give this form to your daughter's school. Records must be sent directly from the school.

I/We authorize the release of my/our child's:

- ☐ **Official Transcripts:** Grades for the past school years
- ☐ **Report Cards** from the most recent grading period.
- ☐ **Attendances and disciplinary record**
- ☐ **Standardized Test Scores** (e.g., PSAT, SAT, ACT) or other achievement tests (if applicable).
- ☐ **Immunization and medical record** to include **any Medical or Special Needs** documentation (if applicable, to ensure proper accommodations).
- ☐ **IEP (Individualized Education Plan)** or **504 Plan** (if applicable).
- ☐ **Psychological Evaluation** or **Therapist/Counselor** assessment (if applicable).

Notes:

I/We authorize Our Lady of Tepeyac High School to contact schools and other sources to obtain information relevant to my/our child's application.

Applicant's Full Name _____

First Middle Last

Applying for Grade 9 10 11 12 School Year: 2025-2026 2026-2027

Current School _____

School Address _____

School Phone _____ School Fax _____

Contact Email _____

Statement of Confidentiality: It is the policy of Our Lady of Tepeyac High School that all information received regarding an applicant's application for admission will be treated with complete confidentiality. Information received within the scope of this policy is not disclosed to the applicant or to the applicant's family. Signature(s) of parent(s)/guardian(s):

Signature _____

Date _____