

# RECORDS RELEASE



## SAINT MARTIN DE PORRES

### Permission for schools to release records to Saint Martin de Porres High School

*I/We authorize the release of records of my/our child's academic record to Saint Martin de Porres High School for application for the upcoming academic year.*

**Parents/Guardians: Complete this form and return to your student's current school.**

Student's name: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current school: \_\_\_\_\_ Current grade: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Home address: \_\_\_\_\_  
Address Apt. City State Zip

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

### INSTRUCTIONS TO THE CURRENT SCHOOL

Dear School Official,

It is requested that copies of the following be released to Saint Martin de Porres High School as soon as possible. All documents listed are needed to complete the above student's application (not enrollment) at Saint Martin de Porres High School:

#### **FOR 8TH GRADE STUDENTS:**

- 6th-8th Grade** Report Card and Grades to date
- 6th-8th Grade** Standardized Test Scores to date (OAA/NWEA/Iowa)
- 6th-8th Grade** Attendance Records
- 6th-8th Grade** Disciplinary Records
- Most Current** ETR/IEP, 504 Plan (if applicable)
- Most Current** Shot Records
- Birth Certificate**

#### **FOR TRANSFER STUDENTS: transferring into 10th and 11th grade**

- All High School** Reports Cards/Grades to date
- All High School** State Test Scores (OAA/NWEA/Iowa)
- All High School** Attendance Records
- All High School** Disciplinary Records
- Most Current** ETR/IEP, 504 Plan (if applicable)
- Most Current Shot Records**
- Birth Certificate**

*We appreciate your providing this information to us in a timely manner so that we can make a well-informed decision on behalf of this student.*

#### **Mail to:**

Saint Martin de Porres High School  
 Office of Admissions  
 6202 St. Clair Avenue, Cleveland, OH 44103

**OR**

#### **Email to:**

admissions@stmdphs.org  
 Phone: 216.881.5406  
 Fax: 216.881.8303