

**TAKE THIS FORM TO YOUR STUDENT'S CURRENT SCHOOL OFFICE**

**This form is for Public & Charter School Applicants Only**

*\*Catholic school applicants - do not submit this form to your school. Records are sent by your current school.\**

# 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 2019-20 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:**

- 7th grade report card/grades
- Current 8th grade report cards/grades
- Standardized test scores (OAA/NWEA/Iowa)
- Attendance
- Disciplinary records
- Current ETR/IEP or 504 plan, if applicable

**For transfer students:**

- Current AND one year previous report cards
- State test scores
- Attendance
- Disciplinary records
- Current ETR/IEP or 504 plan, if applicable

*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