



**MOUNT
DE SALES
ACADEMY**
FOR GIRLS

Request for Records

Dear Parent or Legal Guardian:

The school your daughter is presently attending must have your permission to release her records to Mount de Sales Academy. Please sign below, then take this form to the appropriate official at her current school.

I authorize the release of the transcripts for:

Name of Student – Please Print

to Mount de Sales Academy, where she has applied for admission.

Signature of Parent/Legal Guardian

Date

Dear School Official:

Thank you for taking the time to forward the requested records.

For eighth-graders, include grades 6, 7 and 8 up to the current date.

For high-schoolers, include each grade up to the current date. If middle school records are also available, they would be helpful.

- Academic transcripts
- Attendance records
- Standardized test scores (e.g., Stanford, Iowa, PARCC)
- Standard Recommendation Form (*enclosed*); completed by at least two teachers or counselors
- Results of any Academic, Psychological, and Emotional/Behavioral Testing
- List of any accommodations the student is receiving for classwork and/or testing

Your prompt attention to this request will be greatly appreciated, as we cannot consider her application until we receive her records. Please do not hesitate to contact me with questions or concerns.

Sincerely,

Emily Ko '07
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