



Chapel Hill

ACADEMY

Passion for Christ. Education for Life.

Director of Admissions
306 West 78th Street
Chanhassen, MN 55317

Phone: (952)949-9014
Fax: (952)949-3871
Email: admissions@chapel-hill.org

REQUEST FOR SCHOOL RECORDS

Parents: Complete this & submit to your child's current/previous school. Records are sent directly school-to-school.

Student Name:

Current School Name and Address: _____

School Phone: _____ School Fax: _____

The following records are requested for release:

- **Administrative Data:** Name, Address, Birth date, Schools, grades attended, Academic grades (including cumulative grades and current year report card)
- **Standardized Achievement , Aptitude or Interest Test Scores**
- **IEP, ISP, 504 Plan, Academic Assessment Report**
- **Psychological Testing Reports, if any**
- **Health Data and Card**
- **Attendance Records, Records of Discipline, Suspensions or Expulsions**
- **Any other pertinent information**

This information is requested because the student named has applied for admission to Chapel Hill Academy. Chapel Hill Academy agrees not to release this information to any other party without express written approval.

Permission to Release Requested Information

I, the undersigned do give permission for the release of the information requested above for the student named below:

Student Name

Current Grade

Parent Signature

Today's Date

Chapel Hill Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.