



655 York Road
Warminster, PA 18974
215-672-5050

Archbishop Wood High School

Transcript/School Records Release Form

The purpose of this form is to insure compliance with the family educational right and privacy act of 1974 that requires documented evidence of permission to release all student files to officials of other public or private schools in which the student intends to apply.

Provisions

- 1) Documented evidence of parent approval must be received before records are transmitted to the receiving school.
- 2) Parent notification should be completed before a copy of the official transcript is issued.

I, we parent (s) of _____
Name of student _____ age _____ grade _____

request and authorize that the following information for my child be released and forwarded to the admissions office at Archbishop Wood High School, in which admissions is being considered.

- A copy of the transcript containing academic performance for seventh grade. Conduct and attendance records are requested if available.
- Most recent standardized test results.

Parent Signature _____ Date _____

Parents:

- Do not return this form to Archbishop Wood High School
- **This form must be submitted to your child's present school.**

School Officials:

- Records should be forwarded to:
Office of Admissions
Archbishop Wood High School
655 York Road
Warminster, PA 18974
Phone: 215-672-5050 ext. 268
Fax: 215-672-5451
E-mail: admissions@archwood.org