



## New Student Applicant Permission for School to Release Student Records and Transcripts

### Parents

Please fill in the information on the top of this form and submit it to the guidance counselor, principal, or director of your child's current school for completion.

Name of Student \_\_\_\_\_  
First Middle Last

Current Grade \_\_\_\_\_ Applicant for Grade \_\_\_\_\_

Current School \_\_\_\_\_ Phone \_\_\_\_\_

I authorize the release of school records and teacher recommendations to Springfield Lutheran School. **I understand that the recommendations are confidential and will not be made available for student, parent, or legal guardian review.**

Parental Signature \_\_\_\_\_ Date \_\_\_\_\_

### School

Please send the following information. If the student is admitted to and enrolls in our school, we will reach out for final school records at the completion of the current academic year.

Preschool/Prekindergarten/Kindergarten Applicants:

- Any grade cards, checklists, assessments, or parent/teacher conference notes for the student. Comments summarizing cognitive development, behavior, and personal traits are appreciated. Any form of evaluation used by your school is acceptable.

1st-8th Grade Applicants:

- A transcript of grades for the past two years and the most recent report card for the current year
- Scores of any standardized ability and achievement tests taken during the past two years
- Comments by the guidance counselor, principal, or director about the applicant's academic characteristics, behavior, and personal traits are appreciated.
- Discipline records for the past two years
- Immunization records

This form must be signed by a school administrator and sent with materials to: [sls@rlcmail.org](mailto:sls@rlcmail.org) or faxed to (888) 552-4235

Administrator's Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_