

Permission to Release Student Records and Transcripts



North
Cross
School

Parent(s)/Guardian(s): Please complete this form and submit it to the Guidance Counselor or the Head of your child's current school. The school should send the required materials directly to North Cross. All application materials must be on file in the Admission Office before a decision can be made.

I/We authorize the release of my/our child's academic record including grade reports, test data, disciplinary records, individualized education plan, and recommendations as requested by North Cross School. I/We hereby authorize North Cross School to contact schools and other sources to obtain information to support this application, and I/we will not seek access to confidential recommendation and evaluation materials before or after the admission decision is made. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to North Cross School for that purpose. If admission is offered by North Cross, I/we authorize the full release of the student record file, including health records and birth certificate verification details.

Student Name _____

Applicant to Grade _____ For Academic Year _____

Parent/Guardian Signature _____ Date _____

School: Please return a copy of this form with the following documentation directly to North Cross School for evaluation of the student's application. If an item does not relate to this applicant, please check "Not applicable." Upon enrollment, North Cross School will request the students' complete school record.

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| • Current report card and last year's end-of-year reports | <input type="checkbox"/> Included | <input type="checkbox"/> Not applicable |
| • Recent standardized test reports with dates and scores | <input type="checkbox"/> Included | <input type="checkbox"/> Not applicable |
| • Additional educational assessments or plans (including intelligence, aptitude, and interest test scores) | <input type="checkbox"/> Included | <input type="checkbox"/> Not applicable |
| • Discipline records | <input type="checkbox"/> Included | <input type="checkbox"/> Not applicable |
| • Attendance records | <input type="checkbox"/> Included | <input type="checkbox"/> Not applicable |
| • Other _____ | | |

Please mail, fax, or email documentation directly to:

North Cross School
Attention: Admission
4254 Colonial Avenue
Roanoke, VA 24018
Fax: 540-989-8246
Email: lhorner@northcross.org

Name of Headmaster/Principal _____ School _____

Phone () _____ E-mail _____