



REQUEST FOR RECORDS

To the Parents

A completed report from the school that your daughter is presently attending is required to complete her file. Please complete and sign this release form.

Applicant name

Current grade

Name of school last attended

School street address

City, State, ZIP

Phone number of school

I give permission to release a copy of the requested student's school report to Josephinum Academy.

Signature of parent or guardian

Printed name

Date

To the School

The student above has applied for _____ grade admission at Josephinum Academy. In order to consider this applicant, we are requesting the following information:

9th grade applicants:

1. 7th and 8th grade academic records, including report cards and test scores
2. Any special needs documentation (if applicable)
3. Record of attendance and discipline

High school transfer applicants:

1. Full transcript with courses, grades, and credits
2. Standardized test scores
3. Any special needs documentation (if applicable)
4. Record of attendance and discipline

This information will be used in the admissions process and will be treated confidentially. Please fax or mail the requested information to:

The Office of Admission
Josephinum Academy
1501 North Oakley Boulevard
Chicago, Illinois 60622
Fax: (773) 292-3963
Email: admissions@josephinum.org