

CONFIDENTIAL

PRELIMINARY RECORDS REQUEST

Please complete the top section, then submit this form to your child's Principal or School Counselor.

Date of Request: _____ Current School: _____

Student Name: _____ Date of Birth: _____
First Middle Last

Current Grade: _____ Anticipated OLSH Enrollment Date: _____

I/We authorize the release of my/our child's academic records to *Our Lady of the Sacred Heart High School*, as requested below. I/We agree to indemnify all schools and employees providing information from any liability for doing so.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

To the Principal or School Counselor:

The student named above has applied for admission to *Our Lady of the Sacred Heart High School*. In order to process his/her application, our Admissions Department, Principal and/or School Counselors need to review the following documents and information:

- 7th Grade report card (final)
- 7th Grade standardized testing results (Terra Novas, PSSAs, etc.)
- Current 8th Grade report card
- IEP/Growth Plan/504 Plan/Special Education Records (*if applicable*)
- any other pertinent information about this applicant

Please note that this is a preliminary records request only. Do not forward final/official records, only unofficial copies for review. If the student is accepted to *Our Lady of the Sacred Heart High School*, an official request for final records will be submitted at the end of the current school year.

As soon as possible, please send the requested documents, via fax, email or regular mail, to:

Our Lady of the Sacred Heart High School

Attn: Admissions Office

1504 Woodcrest Avenue

Coraopolis, PA 15108-3054

email: admissions@olsh.org

fax: (412) 264-4143

If you are unable to release any of the requested records or have any questions or concerns, please contact Admissions Assistant Kelly Pontiere at (412) 424-4615 or kpontiere@olsh.org.