



# NOTRE DAME ACADEMY

*Educating Women to Make a Difference*

**REQUEST TO RELEASE SCHOOL RECORDS TO  
NOTRE DAME ACADEMY  
1699 HILTON DRIVE, PARK HILLS, KY 41011-2796  
(859) 292-1829 FAX (859) 292-7722**

STUDENT NAME: \_\_\_\_\_  
Last First Middle

BIRTHDATE: \_\_\_\_\_

PREVIOUS SCHOOL ATTENDED: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

My daughter is presently enrolling at Notre Dame Academy. Please release her complete school record including:

1. Transcript with official seal and signature and the grades at the time of withdrawal
2. Attendance and discipline records
3. Medical records and immunization certificate
4. Standardized test scores
5. Special Education due process records
6. If the prior school charges tuition, please provide a statement verifying that this student no outstanding balance due for any tuition or fees.

Please read and sign the statement below:

It is agreed that admissions personnel at Notre Dame Academy have permission to contact and speak to this student's prior school's personnel about this student.

\_\_\_\_\_  
Parent signature date

PLEASE SEND THE REQUESTED RECORDS TO NOTRE DAME ACADEMY, 1699 HILTON DRIVE, PARK HILLS, KY 41011-2796. THANK YOU.