



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**

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 records 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 has no outstanding balance due for any tuition or fees.

Please read and sign the following statement:

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/Guardian signature

Date

Please send the requested records to Julie Spellman, Notre Dame Academy Admissions Office, 1699 Hilton Drive, Park Hills, KY 41011-2796/spellmanj@ndapandas.org. Thank you.