



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 Katie Caccavari, Notre Dame Academy Admissions Office, 1699 Hilton Drive, Park Hills, KY 41011-2796/caccavarik@ndapandas.org. Thank you.**