



AUTHORIZATION TO RELEASE INFORMATION

Cathedral School of Saint Mary- Diocese of Austin

910 San Jacinto Blvd. Austin, TX 78701

Phone: 512-476-1480

Fax: 512-476-9922

Email: [school@cssmaustin.org](mailto:school@cssmaustin.org)

Website: [www.smcschoolaustin.org](http://www.smcschoolaustin.org)

**To be completed by Parent/Guardian**

AUTHORIZATION IS HEREBY GRANTED TO:

Name of school/agency **sending** information or records \_\_\_\_\_

To release information from the records of:

Name of Student: \_\_\_\_\_ Current Grade: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Parent / Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

School Administrator:

The student named above is ***being considered for admission*** to Cathedral School of Saint Mary. ***Cathedral School of Saint Mary is NOT part of Texas Records Exchange, please email the*** information listed below so that we may continue processing their application for admission. If there is a hold on the records or a reason why they cannot be released, please contact the school office as soon as possible.

1. Cumulative Record Information
2. Cumulative Grade Record
3. Current Report Card
4. Discipline records
5. Standardized or state mandated achievement test records (i.e. STARR)
6. Copy of all report cards
7. Education evaluations, or other documented academic/behavioral support including ESL/bilingual information.

SEND TO: Attention: Esmeralda L. Hoang, Advancement & Admission Director

[ehoang@cssmaustin.org](mailto:ehoang@cssmaustin.org)

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Austin, TX 78701

Fax # 512-476-9922

For Office Use

Date request was sent: \_\_\_\_\_

Request Sent by: \_\_\_\_\_