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: Lupe Garcia, Admission & Development Director

lgarcia@cssmaustin.org
Cathedral School of Saint Mary
910 San Jacinto Blvd.
Austin, TX 78701
Fax # 512-476-9922

For Office Use
Date request was sent: __________
Request Sent by: __________