



REQUEST FOR STUDENT RECORDS

The following student _____ has applied for admission to Angelus Academy for the coming school year. In order to review his/her application fully we request a copy of his/her file, including but not limited to, academic, discipline, health, legal, test, and special services records. Also include marks interpretation and any other information that may be helpful to us in addressing the student's needs. Having the student's most recent teacher complete the narrative below would also be beneficial.

Please send copies of this information to: Angelus Academy
6601 Springfield Center Drive
Springfield, VA 22150

Please call the school office (703-924-3996) if you have any questions. Thank You.

Parent/Guardian or School Official Signature
Date

Teacher's Comments about the student

Parental permission is not required when records are requested by authorized school personnel. Information from these records is released on the condition that the recipient agrees not to permit any other party to have access to such information without the written consent of the parent or guardian.