

Our Lady of the Assumption School

1320 Hearst Drive NE
Atlanta, Georgia 30319
404-364-1902 • 404-364-1914 (fax)



Request for Information and Release of Records Authorization

Grades Pre-K thru 8

Fill in the information in this section and submit the form to the registrar at the school your child currently attends.

Full Name of Student: _____

Name of School Currently Attending: _____

Complete Address: _____

School Phone: _____ Current Grade of Student: _____

I authorize the above-named school to release of my child's records and evaluative data to Our Lady of the Assumption School.

Signature of Parent or Guardian

Date

Dear School Administrator:

The student named above is applying for admission to Our Lady of the Assumption School. Our program is strictly academic, offering a basic curriculum. We try to provide for a normal range of learning differences, but we are unable to offer remediation for significant learning needs of students.

We would appreciate your assistance in obtaining a complete academic transcript by providing us with the following information:

1. The student's grades for the most recently completed term at your school.
2. Complete grade records from your school and any other schools from which you have received records, including health and discipline records.
3. Scores of all standardized testing.
4. A copy of any psychological, 504 Plan or IEP on file for this child, including placement minutes.

Please mail transcripts to: Admissions Office
Our Lady of the Assumption School
1320 Hearst Drive, NE
Atlanta, GA 30319