



OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL

TRANSCRIPT RELEASE REQUEST FORM

To the Applicant's Parent: Please complete this form and submit to your child's current school. Your written permission to your child's current school is required by law before transcripts can be released. This completed form grants the school permission to forward these records to OLPH. The prompt receipt of these records will allow OLPH to complete the admission process in a timely manner.

The below student(s) has applied for admission to Our Lady of Perpetual Help Catholic School.

Child's Name: _____ Grade: _____ School: _____
 Child's Name: _____ Grade: _____ School: _____
 Child's Name: _____ Grade: _____ School: _____

I would like to request that a copy of my child's transcript be released to Our Lady of Perpetual Help Catholic School. Please **fax (252)972-7831** or mail complete records and forms as soon as possible to:

Our Lady of Perpetual Help Catholic School
315 Hammond Street
Rocky Mount, NC 27804

Please include:

- The most current report card, reflecting all completed grading periods this year
- Final report cards from each prior grade
- All standardized and end-of-grade/year test scores
- Attendance records
- Birth Certificate
- Health, Dental & Immunization Records
- Guardianship / Custody Records
- Disciplinary information with anecdotal reports (as much as possible)
- IEP / 504 / Psycho-educational testing information including speech

To the school: OLPH is requesting these documents, at this time, for the purpose of making an admissions decision only. This is not a notification that this student is officially withdrawing from your school.

Signature of Parent(s) or Guardian

Date

Our Lady of Perpetual Help Catholic School
315 Hammond Street, Rocky Mount, NC 27804
Phone 252-972-1971 Fax 252-972-7831
Email: schooloffice@olphrm.org

