MARY HELP of CHRISTIANS ACADEMY
THE FUTURE IS HERE

Release of Records from Current School

Applicant: Please complete the following form and submit it to your current school to have your records released to MHC Academy. If you attended more than one school in the past three years, then a separate request must be submitted to each school you attended. We must receive all three years in order to completely process the application.

Name _____
First Last Middle

Address _____
Street Apt. City State Zip Code

Date of Birth _____ Home Phone _____
Month/Day/Year

Current School _____

School Phone _____ School Fax _____

REQUEST FOR RELEASE OF SCHOOL RECORDS:
Please send the following student records for the **past three years** to Katie Caufield, Director of Admissions at MHC Academy via email: admissions@maryhelp.org or fax 973-790-6125 for the above-named student. We kindly request the following four areas for each year in order to completely process the application.

1. Report Cards
2. Standardized Test Scores
3. Conduct Records
4. Attendance Records

Signature of Applicant _____ Date _____

Signature of Parent/Guardian _____ Date _____