



# HOLY SPIRIT HIGH SCHOOL

500 NEW ROAD • ABSECON, NEW JERSEY 08201

Phone (609) 646-3000 ext. 346 • Fax (609) 646-2561

www.holyspirithighschool.com

## RECORD RELEASE FORM

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This form insures compliance with the family educational right and privacy act of 1974 that requires documented evidence of permission to release all student files to officials of other public or private schools in which the student intends to enroll.

### Parents:

- Do not return this form to Holy Spirit High School
- This form must be forwarded to your child's present school.

### Provisions

Documented evidence of parent approval must be received before records are transmitted to the receiving school.

Parent notification should be completed before the transfer request is issued.

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I, we parent (s) of \_\_\_\_\_  
*Name of student* *age* *grade*  
request and authorize that the following information for my child be released and forwarded to Holy Spirit High School.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Holy Spirit High School requires:

- A) A copy of the official transcript containing academic performance for the grades six and seven.  
We also ask that you forward the student's transcript for the first quarter or trimester of eighth grade.
- B) Standardized test results for at least the last two (2) years available.
- C) Child Study Team Evaluation (if applicable).
- D) Official Discipline Record
- E) Immunization Record

Please forward records to: **Student Personnel Services**  
Holy Spirit High School  
500 New Road  
Absecon, NJ 08201  
Fax 609-646-1770