**AUTHORIZATION TO RELEASE INFORMATION 2015-2016**

(Please give to student’s current school)

AUTHORIZATION IS HEREBY GRANTED TO:

Name of agency **sending** information or records to St. Theresa Catholic School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

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Phone/Fax

TO RELEASE INFORMATION FROM THE

SOCIAL/PSYCHOLOGICAL/MEDICAL/EDUCATION RECORDS OF:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Name of student Current grade

PLEASE SEND TO ST. THERESA CATHOLIC SCHOOL (address below):

1. Complete transcript of grades

2. Current year grades with exit grades

3. Attendance Records

4. Conduct grades

5. Achievement and ability test results

6. Medical Records

7. Key to grading system

8. Teacher Recommendation

9. Accommodation Documentation (if applicable)

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Authorized signature of parent/guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of parent/guardian Date

 ST. THERESA CATHOLIC SCHOOL

ATTENTION: ADMISSIONS

6623 RODRIGO STREET

HOUSTON, TX 77007

PHONE: 713-864-4536 ● Fax: 713-869-5184 ● [www.sttheresa.cc](http://www.sttheresa.cc)