

Paraclete High School  
Admissions & Dean of Students  
42145 30<sup>th</sup> Street West  
Lancaster, CA 93536  
(661) 943-3255 x106  
(661) 722-9455  
[www.paracletehs.org](http://www.paracletehs.org)



# Fax Incoming Freshmen

To:

From: Registrar & Dean of Students

Fax:

Pages:

Phone:

Date:

Re:

CC:

## AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

The above student has applied for admission at Paraclete High School. Please release the following 7<sup>th</sup> and 8<sup>th</sup> grade information to Paraclete High School:

- Unofficial transcript
- Student conduct and behavior
- Explanation of major incidents
- Absences and tardiness

According to the final Regulations- Family Education Rights and Privacy Act dated June 17, 1976, it is no longer necessary to obtain written consent to release records. When a student has indicated his/her intention to enroll, the student's records may be exchanged between educational institutions without written consent for such release.

Thank you for your assistance. Please feel free to contact Paraclete regarding this request.

I, \_\_\_\_\_ the parent of \_\_\_\_\_  
hereby authorize the release of my child's above listed reports and transcript to Paraclete High School.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent