



## Request For Records

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

The above-named student is an applicant for admission to Bethlehem Academy for:

Current school year: \_\_\_\_\_  Next school year: \_\_\_\_\_

As legal parent or guardian of the above-named student, I hereby authorize the release of the following school records and ask that they be sent to Bethlehem Academy for admissions review:

- An official transcript of previous years credits, with a key to your grading system
- Current year's report card
- Standardized test scores
- Special education records, 504 or accommodation plans, psychological evaluations
- Behavior and attendance records

**Please Note: Bethlehem Academy must receive the above materials in order to proceed with the admissions process.**

Please transfer the following records at the end of the school year:

- Final transcript and full student file;
- Health and immunization records

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Please send records to:

Email: [admissions@bacards.org](mailto:admissions@bacards.org)

Fax: 507-334-3949

Mail: 105 SW 3rd Ave; Faribault, MN 55021

Phone Inquiries: 507-334-3948

PLEASE NOTE: Under the provision of the Family Educational and Privacy Act, 1974, it is not necessary to have written consent of parents to release records "to officials of other schools or school systems in which the student seeks or intends to enroll..."