



Benedictine College Preparatory

Transcript Release Form

Dear Parent / Guardian: Please sign this release as part of the application process, and submit this form to your son's school along with the three required recommendation forms. Please submit a copy of the signed transcript release form with your son's application. Your permission and signature are required by law to have his transcript and recommendations sent to us. After we receive them, we will call you to schedule a personal interview, which is the final step in the admission process.

RELEASE

I, the undersigned, parent / guardian of _____,
(applicant's name)

give permission to _____ to release my son's
(school now attending)

records, with their recommendations, to:

Benedictine College Preparatory, 12829 River Road, Richmond, Virginia 23238

(signature of parent or guardian)

(date)

Dear School Administrator: This is a transcript release form for a student currently enrolled in your school and who has applied to enter Benedictine College Preparatory. Before we can schedule an interview with this applicant, we will need a copy of his full transcript. Please mail the following information regarding this student at your earliest convenience to the school address above:

1. The student's complete middle/high school transcript to date including most recent report card
2. Results from standardized tests he has taken (SOL, ETS, PSAT, SAT)
3. Any information concerning learning disabilities, IEP or special learning programs, if applicable
4. The completed following 3 recommendations:
Administrative, current English teacher and current Math teacher