



# TRINITY CATHOLIC HIGH SCHOOL

926 NEWFIELD AVENUE • STAMFORD CT 06905 • 203.322.3401 • [WWW.TRINITYCATHOLIC.ORG](http://WWW.TRINITYCATHOLIC.ORG)

## RELEASE OF RECORDS AUTHORIZATION

In accordance with current federal, state and county regulations, student records, with few exceptions, may not be released to any person or agency without written consent of the parent/legal guardian, or the student, if he/she is 18 years or older.

### TO THE PARENT/LEGAL GUARDIAN:

As part of the application process, we require a transcript of your child's school records. To authorize the school to send these records to Trinity Catholic High School, **please complete this form and give it to the school that your child is currently attending.** Your child's application cannot be processed without his/her school records.

Student's name \_\_\_\_\_ Current Grade \_\_\_\_\_  
Print Full Name

Current school: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

I hereby grant permission to the above-named school to forward a complete transcript of my child's school records to Trinity Catholic High School. **If my child has any special testing, an I.E.P. or any current 504 Plan, permission is granted to also release these records to Trinity Catholic High School.**

Parent/Legal Guardian (Please print name) \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO THE STUDENT'S SCHOOL:

Please forward a complete transcript of the above-named student's records to:

Trinity Catholic High School  
Admissions Office  
926 Newfield Avenue  
Stamford, CT 06905  
[admissions@trinitycatholic.org](mailto:admissions@trinitycatholic.org)

School records should include the following:

- Report cards from 6<sup>th</sup> grade to the current grade, including all quarters up to the present date
- Standardized test scores from 6<sup>th</sup> grade to the present year
- Attendance information with explanation for excessive absences and/or tardiness
- Any disciplinary reports or actions, if applicable
- Special testing, if applicable
- I.E.P., if applicable
- A current 504 Plan, if applicable

*This authorization will remain in the student's file for future reference.*