



187 Wyckoff Avenue  
Ramsey, New Jersey 07446  
[www.academyofstpaul.org](http://www.academyofstpaul.org)  
201 327-1108  
201 236-1318 fax



**REQUEST FOR STUDENT RECORDS RELEASE FORM**

Student's Name: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Information to be Released From: \_\_\_\_\_

School's Address: \_\_\_\_\_  
\_\_\_\_\_

**I hereby authorize the above school to release the following records as indicated:**

- **Mandated records include:** records of attendance, pupil progress, health/medical, dental and immunization and education of learning disabled children (includes all Child Study Team records, tests and evaluations). If tested for TB, please include type of test.
- **Permitted records include:** Cumulative record folder information such as available work samples, standardized test results, co-curricular activities and discipline.
- **Student's official transcript of credits, including marks received upon withdrawal.**
- **An explanation if grades are numerical, e.g., 95-100 = A , 90-94 = B, etc., and passing standard.**

**The above information should be sent to:**  
Academy of Saint Paul  
187 Wyckoff Avenue  
Ramsey, New Jersey 07446

Reason for release: \_\_\_\_\_

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

\_\_\_\_\_  
Date