



Request for Release of Academic Records

Dear Parent: Please complete the upper portion of this form and give it to the appropriate official at the applicant's current school.

My child, _____, is an applicant for admission to Emmanuel Lutheran School. I authorize _____ to release his/her records to Emmanuel Lutheran School, and to share educational information with Emmanuel Lutheran School personnel.

(current school)

Signature of Parent or Guardian

Date

Dear Principal or School Counselor: This student has made application to Emmanuel Lutheran School. Please complete this form and provide a transcript of his/her grades for the current year to date and the two previous years (if applicable). Please include the results of all standardized testing. Please keep a copy of the parent's release on file so that we may request first term and final grades and other appropriate information where applicable.

Information may be mailed to:

Luke Schmelzle, Principal
Emmanuel Lutheran School
51 Wilburn Place
Asheville NC 28806

This form will NOT become a part of the applicant's permanent record. Thank you for your assistance.

Name of School: _____
Address: _____
Principal/Headmaster: _____

Phone: _____
 Public Private

Please rate the applicant with regard to general conduct:

Excellent Good Typical Fair Poor

Has it ever been necessary to retain, suspend, or expel the applicant? Yes No

If yes, please explain: _____

Has the applicant ever been declared eligible for special services under Public Law 97-142? Yes No

Has the applicant demonstrated good study and work habits at your school? Yes No

Is this student's academic record a reliable index of his/her potential? Yes No

How do you rate the applicant's academic potential?

Excellent Above Average Average Below Average Poor

Do you recommend this student?

Strongly Recommend Yes With reservation Below Average

Please use the back page to indicate any strengths or weaknesses that we should consider and to add any additional comments that will be helpful in evaluating this applicant.

Signature

Title

Date