

Request for Educational Records

Student Name _____ Birth Date _____

To the School:

The above named student has submitted an application to Cathedral School for Boys. We ask that you forward to us his transcript, teacher reports and any standardized testing which may be available.

To the Parent:

Please sign this form and then submit it to your child's current school. They will then have permission to forward copies of his current transcript to us, Cathedral School for Boys.

Federal statute entitled Privacy Rights of Parents and Students:

"Schools may send a student's educational record to officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity to challenge the content of the record."

I have read the above statement. Please send the education records of my child,

_____, in grade _____,
(Student's Name) (Current Grade)

TO: Catherine Madison
Director of Admission
Cathedral School for Boys
1275 Sacramento Street
San Francisco, CA 94108

(Signature of Parent or Guardian)

(Date)