

# Records Release Form

## To Parent or Guardian

Please complete this form, sign where indicated, and **deliver to your child's current or most recent school**. The request of records and information listed below should be postmarked as soon as possible. This form is for you, the parent, to submit directly to your student's current and/or previous schools.

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

As parents/guardians of the student named above, I request and authorize the release of school records, including a complete transcript (current and previous year's grades) and results of any standardized tests, behavior records/evaluations directly to Admiral Farragut Academy. I understand that the records are confidential.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To the School Head or Registrar

The student named above is applying to Admiral Farragut Academy. To help us evaluate this student, please send the student's transcript (a copy of current and previous year's grades), standardized test results, and any behavior records/evaluations on file to us at your earliest convenience. Thank you for your assistance.

Information to be released should include the following:

- Signed, stamped, and sealed official transcript (cannot be scanned, emailed, or faxed)
- Academic records for the current year, as well as the previous 3 years (if applicable)
- Disciplinary Records (if applicable)
- Final transcripts upon the student's withdrawal - mid semester or end of year

Postmark or express ship official transcripts to:

Admissions Office  
Admiral Farragut Academy  
501 Park Street North  
St. Petersburg, FL 33710 USA

**International students'** transcripts must be submitted in original language as well as translated into English by a certified translator.