



# Holy Cross Academy

## Release of Student Records

Parent/Guardian: Please complete the top section so that we may send for your child's previous school records.

Today's Date: \_\_\_\_\_

### STUDENT INFORMATION

Name (first/last): \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Grade (current): \_\_\_\_\_

Home Address: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

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

According to the Family Educational and Privacy Act (FERPA), an educational institution may release student records to officials of another school system without written consent of the parent/guardian.

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### SCHOOL REQUEST (School Office use only)

To: Student Records Official  
From: Dr. Stephen Fry, Principal

The above-named student has applied for admission to Holy Cross Academy. Please release **OFFICIAL COPIES** of the marked (x) items, as an admissions decision is pending

- Scholastic record (please include current year's grades to date)
- Testing (academic and psychological)
- Health records
- Discipline reports
- All confidential files (including I.E.P's, etc.)
- Other pertinent information that would aid in evaluating effort/cooperation.

Please mail, fax, or email all information to:

Holy Cross Academy  
ATTN: Student Records  
250 Stafford Lakes Parkway  
Fredericksburg, VA 22460  
[djames@holycrossweb.com](mailto:djames@holycrossweb.com)