



REQUEST FOR COPIES OF STUDENT RECORDS

PARENT:

Please submit this completed form to your child's current or most recent school. Whenever possible, Da Vinci Academy prefers to receive records as part of completing the application process for admission. Progress reports/grades from the current grading period, and/or prior years are requested.

I authorize

_____ (school name)

_____ (school address)

_____ (school phone)

to release copies of school records as indicated below for:

_____ (student name)

First grade applicants:

Submit progress reports from kindergarten

Applicants to grades 2-8:

Submit copies of progress reports/grades from at least the previous two years, as well as standardized test scores (if applicable).

I understand that these copies will become part of the permanent file if the above-named student is admitted and enrolled at Da Vinci Academy.

_____ (parent signature)

_____ (date)

SCHOOL:

The above-named student has made an application for admission to Da Vinci Academy. Please forward copies of the records listed above with a copy of this release: Da Vinci Academy, 37W080 Hopps Rd, Elgin IL 60124. If you have any questions, please contact the Admissions Office at 847-841-7532 ext 226 or via email at admissions@dvacademy.org.

Thank you for your assistance.