



Student Record Release Form

TO THE APPLICANT'S PARENT OR GUARDIAN:

In order for the Admissions Office to obtain the records of a student applying to Norfolk Academy, it is necessary to complete the top section of this form and give the form to the appropriate official at your child's current school. **Please do not submit this to your child's school before November 1.**

_____ is an applicant to Norfolk Academy.
Name of Applicant

I authorize _____ to release the information specified below to Norfolk Academy.
Name of School

Signature of Parent or Guardian _____ Phone _____ Date _____

Applicant's Current Grade _____ Applicant's Date of Birth _____

TO THE SCHOOL OFFICIAL:

Please release the following information (copies only) and mail with this completed form to the address below. This information is required for the Admissions Committee's review. Thank you for your timely return of these materials.

- Academic Transcript including grades and comments **from all previous years and the current school year**
- Standardized Test Results
- Attendance Records
- Any Psychological Testing and/or Records
- Documentation of Special Services (Speech, Counseling, Occupational Therapy, IEP or 504 Plan etc.)

Has the applicant ever been suspended, placed on probation or had any significant behavioral infraction? ☐ Yes ☐ No

If yes, please explain: _____

Signature _____ Date _____

Printed Name _____ Title _____

Email Address _____ Phone _____ Fax _____

School Name _____

School Address _____
Street City State Zip

Norfolk Academy admits students of any race, sex, sexual orientation, gender identity, religion, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, and national or ethnic origin, or any other basis prohibited by federal or state law in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletic or other school-administered programs.

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