

TRANSCRIPT/RECORDS RELEASE REQUEST

TO APPLICANT: To have your official transcript and other academic records mailed to HA Prep Academy, complete the authorization below, deliver it to your counselor, and have them send your transcript, test profile, and other diagnostic evaluations directly to the Director of Admissions.

AUTHORIZATION OF RELEASE OF EDUCATIONAL RECORDS TO HA PREP ACADEMY

In accordance with regulations regarding the privacy rights of parents and students, the undersigned hereby consent to the immediate release to HA Prep Academy all educational records, including official transcripts, current grades in courses, test profiles, educational evaluations, and recommendations.

PLEASE PRINT:

Student Name (last, first, middle) _____ Current Grade _____

Signature of Parent/Legal Guardian

Date

Signature of Student (if 18 or over)

Date

TO PRINCIPAL/GUIDANCE COUNSELOR:

The above-named student has made application for admission to HA Prep Academy. We would appreciate you promptly sending the following information. ***Please retain this authorization form in the student's file so that additional forms will not be necessary for future information requests from HA Prep Academy.***

1. An official transcript of the student's academic record to date, including grades for courses in progress and explanation of your grading scale.
2. A copy of the student's complete test profile.
3. All psychological-educational evaluations or diagnostic evaluations.

Please mail the requested information directly to:

Director of Admissions
HA Prep Academy
PO Box 11837
Durham, NC 27703
(919) 748-0212
Fax: (919) 321-0377 (An Official Transcript must follow facsimile copies)

We thank you for your prompt attention to this matter. If there are questions, please do not hesitate to call.

RETAIN THIS FORM IN THE STUDENT'S PERMANENT FILE

HA Prep Academy does not discriminate on the basis of religion, race, sex, or geographic origin.