



Transcript Release Form

Required for Grade 1 – 8 Incoming Students

Parents: Please complete and give this form to your child's current school. Records must be sent directly from the school.

I/We authorize the following information regarding my/our child to be released to **Immanuel Lutheran School**.

- Grades from the most current three school years
- Aptitude and achievement test scores
- Interpretation of grading scales
- Psychological and special needs testing results
- Attendance and disciplinary records
- Immunization and medical records
- Current teacher recommendation
- Current IEP/ISP/504 Plan and most recent educational evaluation

If my/our child is accepted to attend **Immanuel Lutheran School**, I/we authorize the release of the full record when transfer occurs.

I/we authorize **Immanuel Lutheran School** to contact schools and other sources to obtain information relative to my/our child's application. I/We will not seek access to confidential recommendation and evaluation materials before or after the admission decision is made.

Applicant's name _____ Applying for grade _____
First Middle Last

Current school name _____

School street address _____

School city, state, zip _____

School phone (_____) _____ School fax (_____) _____

Parent/guardian Signature: _____ Date _____

Printed Name: _____

Parent/guardian Signature: _____ Date _____

Printed Name: _____

Statement of Confidentiality: It is the policy of **Immanuel Lutheran School** that all information received regarding a candidate's application for admission will be treated with complete confidentiality. Only authorized school personnel have access to this information and then only to the extent that the information is relevant to admission and placement decisions. Information received within the scope of this policy is not disclosed to the applicant or to the applicant's family.

Fax, email, or mail to the attention of: **Admissions, Immanuel Lutheran School**. Final report card due by June 15.