



## **Saint Bernard School Transcript Release Form**

### **To the Applicant:**

Please complete this form and send it to the person who is responsible for preparing records (Principal, Counselor, Teacher) at your current school. Please also send a copy to the Saint Bernard School Admissions Office at [admissions@saint-bernard.com](mailto:admissions@saint-bernard.com) for our records. The form must be signed by a parent/guardian.

Thank you.

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### **Student Information:**

Legal First and Last Name of Student: \_\_\_\_\_

Student's Home Address (P.O. Box if applicable) City, State, Zip Code

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Student's Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Home Phone Number (with area code) \_\_\_\_\_

Current School Name \_\_\_\_\_

Current School Address (City, State, Zip Code) \_\_\_\_\_

Student's Current Grade: \_\_\_\_\_

### **To The School Official**

The student listed above has expressed an interest in attending Saint Bernard School for  next year  immediate transfer. Please send the following information to the Office of Admissions. Thank you.

- Transcript with grades
- Standardized Test Scoring
- Absence/Tardy Records
- Disciplinary Action Reports
- IEP/504 Plan if applicable

Please send the documents either via email to [admissions@saint-bernard.com](mailto:admissions@saint-bernard.com) with the student's first and last initial in the subject line, or via mail to

**Saint Bernard School  
Attn: Admissions Office  
1593 Norwich-New London Turnpike  
Uncasville, CT 06382**

### **Parent Transcript Release Statement and Signature:**

I hereby authorize the school personnel to forward the documents listed above to Saint Bernard School.

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

Parent/Guardian Print Name: \_\_\_\_\_ Date: \_\_\_\_\_