



TRANSCRIPT/RECORDS RELEASE REQUEST

TO APPLICANT: To have your official transcript and other academic records mailed to Oak Hill Academy, complete the authorization below, deliver it to your principal or 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 OAK HILL ACADEMY

In accordance with regulations regarding the privacy rights of parents and students, the undersigned hereby consent to the immediate release to Oak Hill Academy of 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 17 or over) Date _____

TO PRINCIPAL/GUIDANCE COUNSELOR:

The above-named student has made application for admission to Oak Hill Academy. We would appreciate your 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 Oak Hill 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
Oak Hill Academy
2635 Oak Hill Road
Mouth of Wilson, VA 24363-9705
(276) 579-2619
Fax: (276) 579-4722 (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

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

THE TURNING POINT