



**X. AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS**

**TO THE APPLICANT:**

Please complete the authorization below and deliver this form to your guidance counselor or principal:

Student's Name: \_\_\_\_\_  
Last Name First Name Middle Name

Current School Year: \_\_\_\_\_ / \_\_\_\_\_ Student's Current Grade: \_\_\_\_\_ Student's DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YYYY YYYY MM DD YYYY

\_\_\_\_\_  
 Parent / Guardian Signature Date

**TO THE PRINCIPAL OR GUIDANCE COUNSELOR:**

The student named above has made application for admission to New Vision International School. We would appreciate your promptness in sending the following items:

1.  A transcript of the student's record to date, including grades for courses in progress.
2.  A copy of the student's enrollment application and any related documents e.g. birth certificate, passport, etc.
3.  A copy of the student's complete testing profile.
4.  A copy of all health records, including immunizations, vision, and hearing tests.
5.  A copy of Individual Educational Plan (IEP) if applicable.
6.  A copy of all psychological reports
7.  A copy of Special Educational Placement Forms if applicable.
8.  A copy of the student's disciplinary record if applicable.
9.  A copy of the student's awards and achievements if applicable.
10.  Other, please list: \_\_\_\_\_

If this student is admitted to New Vision International School, at the termination of this school year we shall request a final transcript of the student's record. Please hold this authorization form on file so that a second form will not be necessary at that time.

Name of School: \_\_\_\_\_

School's Address: \_\_\_\_\_  
Street City State zip

Name of person preparing records and completing this form: \_\_\_\_\_ Title: \_\_\_\_\_  
Please Print Name

Signature of person preparing records and completing this form: \_\_\_\_\_ Date: \_\_\_\_\_  
Please sign Name

This information should be mailed to:  
 New Vision International School  
 Attn. Admissions Department  
 Address to be announced  
 Greenville, Ohio 45331  
 Thank you for your cooperation