



Growth. Values. For Life.

Request for Academic Records

Applicant's Name _____

To the Applicant's Parents/Guardians: Since we require information from your child's current school as part of our admission process, please sign the release below and deliver it to the principal, guidance counselor, or registrar at that school. Please ask the school to mail the records directly to Ursuline Academy.

I hereby grant permission to _____
(School Name)

to release the records of my child, _____
(Child's Name)

to Ursuline Academy including a transcript of his/her record and the results of all standardized tests or other evaluation assessments he/she may have taken.

Date _____ Signature _____

To the Principal: The above-named student has applied to Ursuline Academy for the coming school year. We would appreciate it if you would forward to our office copies of:

- **Progress reports or report cards from the past two years that are available, especially the current year, first report period**
- **A copy of recent standardized test scores**
- **Two (2) completed teacher recommendation forms**
- **Any other school records that will be helpful in the admission process**

The records may be mailed or emailed to:

Lower School Admissions
Ursuline Academy
1106 Pennsylvania Avenue
Wilmington, Delaware 19806
admissions@ursuline.org

If you have any questions about this request, please call the Admission Office at:
(302) 658-7158. Thank you for your assistance.