Request for Release of Records or Transcripts
Entering Grades K through 8th

Part I: Instructions to the Parent or Guardian - *Please complete the section directly below and send to your child's current school and request they return the required documentation to the Admissions Office at SPC Regional Catholic School.*

Student's Full Legal Name _____ Current Grade _____

Applicants Current School (*please print*) _____

Current School Address_____

School Phone No. _____

I authorize the above named school to release my child's complete records and evaluative data to St. Peter Claver Regional Catholic School.

Parent Signature_____Date _____

Part II: The Admissions Committee of St. Peter Claver Regional Catholic School appreciates your assistance. Please send a complete academic transcript and the following documents:

Encl.	N/A	
___	___	Report cards from all schools student has attended
___	___	Results of all standardized tests
___	___	Health records and immunization forms
___	___	Disciplinary records from all schools student attended
___	___	Teacher Evaluation
___	___	Psychological testing records and reports *(if applicable)*

If the student left before the close of the grading period, then please list the subjects he/she was taking and the grades for that grading period to the date of the withdrawal.

Please mail completed transcripts to: Admissions Department
St. Peter Claver Regional Catholic School
2560 Tilson Road
Decatur, GA 30032
Admissions@spc-school.org

Prepare students to learn, lead, inspire, and serve in local and global communities through Catholic teachings rooted in the Gospel of Jesus Christ, rigorous academics, and spiritual formation.