



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, Wilmington, Delaware, 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 scanned to:*

Laura Huff  
Middle & Upper School Admission Specialist  
Ursuline Academy  
1106 Pennsylvania Avenue  
Wilmington, Delaware 19806  
Email: [lhuff@ursuline.org](mailto:lhuff@ursuline.org)

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