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Fax

To: **From:** Dean of Students
Fax: **Pages:**
Phone: **Date:**
Re: Discipline Report **Cc:**

☐ Urgent ☒ For Review ☐ Please Comment ☒ Please Fax ☐ Please Recycle

AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

The above student has applied for admission at Paraclete High School. Please release, to the above named school, all discipline records including:

- Student Conduct
- Explanation of major incidents
- Unofficial transcript

According to the final Regulations – Family Education Rights and Privacy Act dated June 17, 1976, it is no longer necessary to obtain written consent to release records. When a student has indicated his/her intention to enroll, the student's records may be exchanged between educational institutional without written consent for such release.

Thank you for your assistance. Please feel free to contact me regarding this request.

I, _____, the parent of _____, hereby
authorize the release of my child's disciplinary record to Paraclete High School.

Signature of Parent

Parent Name- Printed