



POPE
FRANCIS
PREPARATORY
SCHOOL

To: Parents/Guardians of Incoming/Transfer Students
From: The Admissions Office
Re: Authorization to Communicate Directly with Applicant's Present
School and/or to Release Academic and Health Records

INFORMATION RELEASE

Attached you will find a release form to be filled out and returned to our Admissions Office. This will assist us in obtaining a copy of your child's unofficial transcript from his/her previous school more efficiently.

Please note that in making decisions on acceptance, if deemed necessary by the Admissions Committee, this release will also grant us permission to speak directly with the administration, guidance counselors, and/or teachers at your child's present school in order to acquire additional information regarding his/her academic performance, discipline, and/or personal issues.

Massachusetts state law requires that before a child enters a new school, that school must obtain a copy of his/her health records (immunization record and last physical exam). If we do not receive these prior to your child's first day of school, the child will not be allowed admission.

Thank you for your cooperation in this matter. If you have any questions, please feel free to contact Ann Rivers, Director of Admissions at 833-999-7673, ext. 1132.



Parent/Guardian

grants permission to the Administration, Guidance Counselors, and/or faculty at

Name of your child's current school

Address

City

Zip

to discuss academic performance, as well as disciplinary and personal issues regarding my child with members of the Pope Francis Preparatory School Admissions Committee, if deemed necessary.

I also request that you release the following:

- Unofficial Academic Transcript (include IEP, 504 Plan, and accommodations)
- COPIES ONLY of all standardized test results (IOWA's, MCAS, psychological)
- Copy of Attendance
- Copy of Health Records (immunization record, *physical exam within the last year)
- Record Copy of Discipline Record

For students entering grades 10 -12:

- Official Academic Transcript

*Please note that all students must have a recent physical (within the last year) to enter school and to participate in our sports programs.

To:

Pope Francis Preparatory School
Admissions Office
99 Wendover Road
Springfield, MA 01118

Name of Student

Date

Signature of Parent or Guardian