



# WALSINGHAM ACADEMY

FOUNDED IN 1947 BY THE SISTERS OF MERCY

## Request for Academic Records

### TO THE PARENT / GUARDIAN

Please read and sign the authorization statement below and submit this form directly to the student's current school.

I/We \_\_\_\_\_ hereby authorize \_\_\_\_\_  
Parent / Guardian Student's current school

to release the following records of

\_\_\_\_\_  
Student's name

To the Admissions Office at Walsingham Academy for the purpose of admissions review and academic placement:

1. Official transcripts of all grades and comments for the past two academic years
2. Results of standardized achievement and/or aptitude tests
3. Records of attendance and disciplinary actions
4. If applicable, copies of personal evaluations or psychological reports

\_\_\_\_\_  
Parent / Guardian signature

\_\_\_\_\_  
Date

### TO THE APPLICANT'S CURRENT SCHOOL

If the student's attendance record is not listed on the transcript, please provide it in the comments section below. Thank you for your assistance. Please contact Walsingham should you have any questions.

Please send the materials indicated above to:

Walsingham Academy  
Director of Admissions  
1100 Jamestown Road  
Williamsburg, VA 23185

### COMMENTS:

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date