



# MONSIGNOR EDWARD PACE HIGH SCHOOL

*Setting the Pace in Catholic Education*

## REQUEST FOR RELEASE OF RECORDS (Transfer)

<b>Name of Applicant:</b>	
<b>Date of Birth:</b>	
<b>Grade Entering:</b>	
<b>Current Grade:</b>	

In order to allow the applicant to be considered for admission to Monsignor Edward Pace High School, I/We authorize the release of our child's records as requested by Monsignor Edward Pace High School. I/We release every person and or institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Monsignor Edward Pace High School for that purpose. I/We will not seek access to confidential recommendations and evaluation materials before and or after the admission decision is made.

<b>Parent/Guardian Signature:</b>		<b>Date:</b>	
-----------------------------------	--	--------------	--

### RECORDS TO BE RELEASED:

- ✓ **Official final transcripts of credits/courses completed with Registrars' signature, school dry seal in a sealed envelope from the school**
- ✓ **Most recent Report Card indicating conduct and effort grades**
- ✓ **Standardized Test Scores**
- ✓ **Discipline Records**
- ✓ **School Evaluation Form**

**The above listed documents and this completed form is to be released to:**

Monsignor Edward Pace High School - Admissions Office  
15600 NW 32nd Avenue  
Miami Gardens, FL 33054

This form may also be scanned/mailed to [admissions@pacehs.com](mailto:admissions@pacehs.com) or faxed to 305-521-0185. Your child's current school may make a record of this agreement as record to parents' permission.

<b>School Releasing Records:</b>		<b>Date:</b>	
<b>Registrar/Secretary Name:</b>			
<b>Signature of Registrar/Secretary</b>			