



Third Street  
ACADEMY

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

We have been authorized to request information regarding this child who has been enrolled in our school:

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

To assure proper placement, please provide:

- |   |                        |
|---|------------------------|
| Academic Work Completed (past & current report cards) | Attendance Data        |
| Standardized Achievement Scores                       | Birth Certificate      |
| Immunization Records                                  | Guardianship documents |
| Exceptional Placement information                     |                        |

This parent has approved release of these records:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Beth Hinson  
Principal  
Third Street Academy