



An HISD Contract-Charter High School
 7155 Ashburn • Houston, Texas 77061
 Phone: (713) 643-2008 Fax: (713) 645-0078
 Website: www.mtcarmelacademy.net
 e-mail: admissions@mtcarmelacademy.net

Records/ Transcript Release Form

It is the responsibility of the parent(s) or guardian(s) of a prospective student to have the student's academic records sent to Mount Carmel Academy. Please present this form to the principal or guidance counselor of the school the student is presently attending. Please print or type the following information:

To: _____
Principal / Counselor / Registrar

Name of School *Address*

School Phone: (_____) - _____ - _____ E-Mail: _____

RE: Academic Records of: _____ Who is presently in _____ grade.
Name of Applicant

Our /my son/daughter is applying for admission for grade ____ at Mount Carmel Academy.
 We/I request and authorize you to release an unofficial transcript of his/her academic records to:

Admissions Office
Mount Carmel Academy
7155 Ashburn St.
Houston, TX 77061

Note to Applicant's Present School:

If applicant is applying for the 9th grade, please send the following:

1. Marks for 7th, and current 8th grades.
2. Any standardized Test Scores for the grades listed above (IOWA, STAAR, Stanford, etc.)
3. Immunization Record.

If applicant is applying for the 10th grade or higher, please send the following:

1. All high school grades / transcript.
2. All standardized test scores.
3. Immunization records.

Signature of Parent(s) or Guardian(s)

Date

Print name of Parent(s) or Guardian(s)

(_____) - _____ - _____
Phone number