



## REQUEST FOR RELEASE OF RECORDS

|                    |                  |                |
|--------------------|------------------|----------------|
| NAME OF APPLICANT: |                  |                |
| DATE OF BIRTH:     | GRADE ENTERING : | CURRENT GRADE: |

### NOTES TO PARENTS:

The attached recommendation form is to be completed by the appropriate personnel of your child's current school. The Admissions Committee cannot act until all this confidential information has been received. These forms and all information will be used only for the admissions process. The parents may mail or personally deliver Letters of Recommendation **AS LONG AS THEY ARE IN A SEALED ENVELOPE.**

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.

|                               |       |  |
|-------------------------------|-------|--|
| Parent or Guardian Signature: | Date: |  |
|-------------------------------|-------|--|

### RECORDS TO BE RELEASED:

- Official transcripts of credits/courses completed(students in 9<sup>th</sup> grade or above) 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

The Records indicated above and this completed form is to be released to:

**Monsignor Edward Pace High School**  
**15600 N.W. 32<sup>nd</sup> Avenue**  
**Miami, FL. 33054**

The current school may make a record of this agreement as record to parents' permission.

|                                  |      |
|----------------------------------|------|
|                                  |      |
| Name of School Releasing Records | Date |

|                                     |                                  |
|-------------------------------------|----------------------------------|
|                                     |                                  |
| Printed Name of Registrar/Secretary | Signature of Registrar/Secretary |



**CONTACT INFORMATION:**  
 Telephone: 305-623-PACE ext. 342 or 203  
 Fax: 305-521-0185  
 Email: [admissions@pacehs.com](mailto:admissions@pacehs.com)  
 Mail: Monsignor Pace High School  
 Attn: Monica Marziano  
 15600 NW 32<sup>nd</sup> Ave.  
 Miami, FL 33054

