

**ST. MARTIN'S SCHOOL**  
225 Green Acres Road • Metairie, Louisiana 70003  
(504) 736-9917 • FAX (504) 736-8802

**Independent Schools Association of the Southwest  
New Orleans Area**

**PERMISSION FOR SCHOOL TO RELEASE STUDENT RECORDS**

Name of Applicant \_\_\_\_\_ Applying to Grade \_\_\_\_\_

**To the parent(s): Please return this signed form to St. Martin's with your child's application.**

This form will give your current school permission to send confidential reference forms and supporting materials (grades, standardized testing, if applicable) directly to St. Martin's. A parent may not "hand carry" the school records and confidential reference forms. The completed confidential reference form will be used only for the admission process and will not become part of the student's permanent school record. The Admission Committee cannot act until all necessary information has been received.

I/We hereby authorize St. Martin's School to contact schools and other sources to obtain information to support this applicant's application\*. I/We will not seek access to confidential recommendation and evaluation materials before or after an admission decision is made. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to the independent school(s) indicated below for that purpose. In order to complete the application process, I/We authorize the release of my child's academic records and Psychological testing. I/We authorize release of the full record when enrollment at St. Martin's occurs.

**My signature below indicates that I have read and agree with the policies noted above and authorize the release of the requested information both now and at the end of the school year.**

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

(or custodial parent) \_\_\_\_\_

**To the school:**

The Admission Office at St. Martin's School would appreciate receiving the following information:

- Current and past report cards
- All standardized test scores
- Official transcripts
- Recommendations from current teacher(s) - forms supplied by St. Martin's
- Any other information pertinent to the above student

Thank you for your assistance. If you have any questions, please call the Admission Office at 736-9917

\* The Directors of Admission of the Independent Schools of New Orleans (ISAS-NO) work together to make the admission process as simple as possible for parents and children and to help families find the best educational placement for each child. When families apply to more than one ISAS-NO school, those schools will share applicant lists, school records, teacher recommendations and testing results. Your signature above indicates your acceptance of these policies.