



# NORTHWEST CATHOLIC HIGH SCHOOL

## Record Release Form

This form must be completed by a parent or legal guardian. **Please bring this form to your child's current school** so they may send the documents listed below to Northwest Catholic High School by **December 1, 2023**.

STUDENT'S LAST NAME \_\_\_\_\_ STUDENT'S FIRST NAME \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ STUDENT'S DATE OF BIRTH \_\_\_\_\_

CURRENT SCHOOL \_\_\_\_\_ CURRENT GRADE \_\_\_\_\_

PERSON YOU ASKED TO COMPLETE PRINCIPAL/COUNSELOR RECOMMENDATION FORM \_\_\_\_\_

To Whom it May Concern:

I give permission for the release of items listed below to Northwest Catholic High School Corporation, so that Northwest Catholic may consider the above mentioned student for admission.

I authorize the president/principal or pastor of the above named student's current school to contact the president/principal or pastor of any other religious, public or private school to discuss with such individual the application of \_\_\_\_\_

STUDENT'S NAME

along with any other matters relating to the application, attendance and enrollment at Northwest Catholic High School.

I understand that information concerning tuition payment history may be provided. I release all persons, companies and corporations supplying such information from and against all liability which might result from furnishing or receiving such information.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

To the school, please forward this form with the items listed below to Northwest Catholic High School:

- Official School Transcripts
  - Complete academic years for 2021-2022 and 2022-2023
  - Quarter or mid-year grades for 2023-2024
  - Complete Report Cards with comments for academic years 2021-2022 and 2022-2023
- \*If your first quarter or trimester is not completed by December 1, 2023, please send an interim report.
- Standardized tests (Can be mailed or scanned, if applicable.)
- Principal or Guidance Counselor recommendation form (It will be sent electronically from the student to the principal or counselor listed above. When the recommender submits the form it will be forwarded electronically to NWC. Please ask recommender to print a record for your file.)
- Reports of PPT meetings (Can be mailed or scanned, if applicable.)
- Report of psychological evaluations/educational testing (Can be mailed or scanned, if applicable.)
- Cumulative health records (NWC will send a separate request for health records if the child enrolls. Please do not send now.)

Northwest Catholic Admissions Office  
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 West Hartford, CT 06117 Phone:  
 860-236-4221, ext. 140 Fax:  
 860-570-0080  
 E-mail: amandrola@nwcath.org and  
 cboers@nwcath.org