

8624 A. D. Mims Road Orlando, FL 32818 Phone:407-292-8481 Fax: 407-292-8838

**RELEASE FOR SCHOOL RECORDS**

I do hereby authorize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous School

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Street Address City & State Zip Code

**To release all records and information regarding:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name Grade Date

**Please release to West Oaks Academy the following records:**

1. Former and current grades
2. I.Q. and Achievement test scores
3. Psychological evaluations (if applicable)
4. Health/Shot Records
5. Official Transcripts with seal
6. Other pertinent information (from student’s permanent records)

**Send all information to: West Oaks Academy**

**8624 A. D. Mims Road**

**Orlando, FL 32818**

**Attention: Admissions**

Parental permission is no longer required when records are requested by authorized school personnel (Family Education Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976 Vol. 41, No. 118, P. 24673)