



Archdiocese of Miami - Virtual Catholic School

15600 NW 32nd Ave. ♦ Miami, FL 33054
Phone: 305-508-5556 ♦ Fax: 305-521-0185 ♦ Web: www.adomvirtual.com



REQUEST FOR RELEASE OF RECORDS

Name of Applicant:	
Date of Birth:	
Entering Grade:	

In order to allow the applicant to be considered for admission to Archdiocese of Miami - Virtual Catholic School, I/We authorize the release of our child's records as requested by Archdiocese of Miami - Virtual Catholic 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 Archdiocese of Miami - Virtual Catholic 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/Guardian Signature:		Date:	
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RECORDS TO BE RELEASED:

- ✓ Official Final Transcript of all credits/courses completed with Registrars' signature, school dry seal in a sealed envelope from the school after school year ends.
 - Most recent Report Card indicating conduct and effort grades will be accepted if final grades are not readily available. Please submit final transcript once available.
- ✓ Standardized Test Scores
- ✓ Discipline Records
- ✓ School Evaluation Form

The above listed documents and this completed form is to be released to:

Archdiocese of Miami - Virtual Catholic School
15600 NW 32nd Avenue
Miami Gardens, FL 33054

This form may also be scanned/emailed to rbautista@adomvirtual.com or faxed to 305-521-0185. Your child's current school may make a record of this agreement as record to parents' permission.

School Releasing Records:		Date:	
Registrar/Secretary Name (Print):			
Signature of Registrar/Secretary:			