



Request For Records

Today's Date: _____

Student Name: _____ Date of Birth: _____

Current Grade: _____ Current School: _____

The above-named student is an applicant for admission to Bethlehem Academy for:

☐ Current school year: _____ ☐ Next school year: _____

As legal parent or guardian of the above-named student, I hereby authorize the release of the following school records and ask that they be sent to Bethlehem Academy for admissions review:

- An official transcript of previous years credits, with a key to your grading system
- Current year's report card
- Standardized test scores
- Special education records, 504 or accommodation plans, psychological evaluations
- Behavior and attendance records

Please Note: Bethlehem Academy must receive the above materials in order to proceed with the admissions process.

Please transfer the following records at the end of the school year:

- Final transcript and full student file;
- Health and immunization records

Signature of Parent/Guardian

Date

Please send records to:

Email: admissions@bacards.org

Fax: 507-334-3949

Mail: 105 SW 3rd Ave; Faribault, MN 55021

Phone Inquiries: 507-334-3948

PLEASE NOTE: Under the provision of the Family Educational and Privacy Act, 1974, it is not necessary to have written consent of parents to release records "to officials of other schools or school systems in which the student seeks or intends to enroll..."