



# BERCHMANS

ACADEMY OF THE SACRED HEART  
GRAND COTEAU

## TRANSCRIPT RELEASE

Please complete the following form and submit it to the Registrar or appropriate person at your child's current school, as well as at any other schools he has attended since beginning his education. You should copy this form as needed in order to submit it to additional schools.

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Student Name

Current Grade

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School Name

Years Attended

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School Address

School Phone

## RECORDS REQUEST

### ACADEMIC RECORDS

Please send all past grades as well as the most current grades available. We will also need a complete transcript at the end of the current year if the student matriculates.

### STANDARDIZED TEST SCORES

Please send standardized test results for all years available.

The Admissions Committee cannot consider any materials that are hand-delivered through the applicant's family. Please retain a copy of this form for your records and return the original along with the requested items directly to:

### Admissions Office

Berchmans Academy

P.O. Box 310

Grand Coteau, LA 70541

## PARENT WAIVER

By signing below, I grant permission to the Schools of the Sacred Heart to obtain my child's school records as outlined above. I agree that I will not seek access to these or any other confidential evaluation materials at any time.

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Signature of Parent or Guardian

Date