



AUTHORIZATION TO RELEASE INFORMATION
Cathedral School of Saint Mary- Diocese of Austin
910 San Jacinto Blvd. Austin, TX 78701
Phone: 512-476-1480
Fax: 512-476-9922
Email: school@cssmaustin.org
Website: www.smcschoolaustin.org

AUTHORIZATION IS HEREBY GRANTED TO:

Name of school/agency **sending** information or records Fax Number

To release information from the Social/Psychological/Medical/Educational records of:

Name of Student Current Grade

School Administrator:

The student named above is ***being considered for admission*** to Cathedral School of Saint Mary. Please **send copies** of the information listed below so that we may continue processing their application for admission. Contact the school office with any questions or concerns.

- 1. Complete transcript of grades including entry & exit dates
- 2. Current year grades and exit grades and exit dates
- 3. Attendance records
- 4. Conduct grades
- 5. Achievement and ability test results
- 6. Key to grading system

SEND TO: Cathedral School of Saint Mary
910 San Jacinto Blvd.
Austin, TX 78701
Fax # 512-476-9922
ehoang@cssmaustin.org
Attention: Esmeralda L. Hoang, Advancement & Admission Director

Authorized Signature

Date

Printed Name of Parent / Guardian

For Office Use
Date request was sent: _____
Request Sent by: _____