



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 records of:

Name of Student Current Grade

School Administrator:

The student named above is ***being considered for admission*** to Cathedral School of Saint Mary. ***Cathedral School of Saint Mary is NOT part of Texas Records Exchange, please email the information listed below so that we may continue processing their application for admission. If there is a hold on the records or a reason why they cannot be released, please contact the school office as soon as possible.***

1. Complete transcript of grades including entry & exit dates
2. Current year grades and exit grades and exit dates
3. Attendance records
4. Discipline records
5. Standardized test results (i.e. STARR)
6. Key to grading system
7. 504 Plan (if applicable)

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

Parent/Authorized Signature

Date

Printed Name of Parent / Guardian

For Office Use

Date request was sent: _____

Request Sent by: _____