



# YORK CATHOLIC MIDDLE & HIGH SCHOOL

601 E. Springettsbury Avenue, York, PA 17403 ♣ 717.846.8871 ♣ [www.yorkcatholic.org](http://www.yorkcatholic.org)

## Unofficial Records Request

*Parents: Please forward this form to your child's current school.*

*Students attending Holy Infant, St. John's, St. Joseph's, or St. Rose of Lima do not need to forward this form.*

To Whom It May Concern:

\_\_\_\_\_ is seeking admission to York Catholic Middle School or High School.  
Please forward an unofficial copy of the following:

- \_\_\_\_\_ Records showing the last two grade levels completed
- \_\_\_\_\_ Most recent report card or grades
- \_\_\_\_\_ Attendance record
- \_\_\_\_\_ Discipline record (if none, please state in writing)
- \_\_\_\_\_ Standardized Test Scores
- \_\_\_\_\_ IEP, 504, or Reports of any Special Testing/Psychological Evaluations (when applicable)

I acknowledge that all the above information is current and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

The above information will be utilized so that appropriate decisions are made regarding admission and placement of this student. Include this form with your mailing to York Catholic. Please email, fax, or mail this information to:

York Catholic Middle & High School  
Attn: Heather Hoffman  
601 E. Springettsbury Ave  
York, PA 17403  
[hhoffman@yorkcatholic.org](mailto:hhoffman@yorkcatholic.org)  
Fax number: 717-843-4588

Thank you for this information and your cooperation. If you have any questions, please email or call me at 717-846-8871 x220.

Sincerely,

Heather Hoffman  
Director of Admissions