

## UNOFFICIAL RECORDS REQUEST


To Whom It May Concern:

\_\_\_\_\_ is seeking admission as a student at York Catholic Middle & High School. Please forward an unofficial copy of the student's record from the last 2 completed grade levels to my attention at the address above:

- 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)

Thank you for this information and your cooperation. If you have any questions, please contact me at [admissions@yorkcatholic.org](mailto:admissions@yorkcatholic.org) or 717-846-8871 x1354.

Sincerely,



Christina Lee  
Director of Admissions

### AUTHORIZATION

I authorize this information to be released to York Catholic Middle & High School.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_