



Release of Student Records Form

Please note: all admissions documents must be received by Palma ***no later than Friday, Feb. 12th 2010*** in order to be considered by the Admissions Committee.

- **Parent(s)/Guardian(s):**

1. Please complete, sign, and date this form.
2. Give this form to your son's current school registrar. Please allow ample time for the registrar to process this request and meet the deadline.
3. Palma will only accept student records sent by mail directly from the school registrar. Hand carried documents will not be accepted.

Name of Student _____

Circle student's current grade level: 6 7 8 9 10 11

I/We hereby authorize my/our son's school to release information to Palma to support his application, and I/we will not seek access to confidential recommendation and evaluation materials before or after the admission decision is made. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Palma for that purpose.

In order to complete the application, I/we authorize the release of my/our child's test scores, academic, and disciplinary records as requested by Palma. After acceptance has been offered, I/we authorize release of the full record when enrollment at Palma occurs.

Date _____

Parent(s) / Guardian(s) names (print) _____

Signatures of Parent(s) / Guardian(s) _____

- **School registrar:**

1. Please photocopy this form for your own records.
2. Please mail the following to the address below:
 - A. this original form
 - B. photocopies of this student's grades for the previous two school years
 - C. photocopies of this student's grades for the current school year
 - D. photocopies of this students recent standardized test scores

Chris Dalman
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