



217 Cottage Hill Avenue
Elmhurst, Illinois 60126
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ACADEMIC RECORD RELEASE FORM – Complete this form immediately and give it to your school on Monday, January 10, 2011

Dear Parent or Guardian,

Your son/daughter was present for the 2011 High School Entrance Test at Immaculate Conception High School. The Admissions Committee will be meeting soon to review the candidates for the Class of 2015. The results from the entrance test represent one factor that is considered when determining acceptance and placement at Immaculate Conception High School. In addition to the entrance test scores the admission committee also reviews the student's 7th and 8th grade academic performance. Information from your student's junior high school or elementary school is crucial to admission decisions.

In order for ICHS to obtain the information referred to above from the grade school, it is necessary for you to sign the Authorization for Release of Information below.

WE MUST HAVE THE NECESSARY INFORMATION SENT TO IMMACULATE CONCEPTION HIGH SCHOOL AS SOON AS POSSIBLE. (No later than January 26)

If you have questions regarding this form please contact me at (630) 530-3472 or email me at jfield@ichsknights.org. Thank you for your cooperation in this matter.

Mrs. Jean Field
Director of Guidance

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I authorize _____ (name of school) to release copies of my child's 7th and 8th grade report cards, most recent standardized test scores and any special education or IEP information and teacher recommendation forms to the proper and appropriate authorities at Immaculate Conception High School. I also authorize ICHS to release my child's Entrance Test scores to the above named school.

Signature of Parent/Guardian

Date

Student's Name (Please print)

FOR ELEMENTARY/JUNIOR HIGH SCHOOL OFFICIALS:

Please return the following to Immaculate Conception High School:

- 7th and 8th grade report cards
- Most recent standardized test scores
- Any Special Education or IEP information
- TEACHER RECOMMENDATION FORMS - WILL BE SENT TO YOUR PRINCIPAL FROM ICHS THE WEEK OF JANUARY 10.** The forms should be to be given to the Math and English Teachers for all the applicants from your school. *(GREEN- MATH, YELLOW - ENGLISH)*

Thank you for your cooperation with these requests. This information assists us in making admissions decisions and course placement.

**Please return to: Immaculate Conception High School
217 Cottage Hill Avenue
Elmhurst, IL 60126
Attn: Mrs. Jean Field**