IMMACULATE CONCEPTION HIGH SCHOOL
Opportunity to Achieve

ACADEMIC RECORD RELEASE FORM

Complete this form immediately and give it to your grade school/junior high

Dear Parent or Guardian,

The Admissions Committee will be meeting soon to review the candidates for the Class of 2014. 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 you 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.

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 my child's 7th and 8th grade report cards, most recent standardized test scores and any special education or IEP information and teacher recommendations 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 OFFICALS:
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 (Green- Math Yellow - English) these forms were sent to your principal from ICHS to be given to the Math and English Teachers for all the applicants from your school.

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