



Request for Release of School Records

Student's Name _____

Parents'/Legal Guardian's Name _____

My child has applied to or is attending Skyuka Hall. The following materials are required for the admissions process and permanent files at this school:

School Report: cumulative file and official school report which should include:

- Official Transcript/ Report Cards (current grades and grades from previous years)
- Any grades from the current school year
- Results of All Standardized Testing
- Disciplinary Records (including records of behavior as well as records relating to withdrawal and/ or dismissal), if applicable
- Records of Attendance
- Any Special Education information, IEPs, Psychological Reports, etc., if applicable
- Immunization Records and Birth Certificate

My signature grants permission to submit and release the required recommendations and my child's official school records to Skyuka Hall, as indicated, and acknowledges my waiver of access. I will not seek access to any of the confidential information submitted for the purposes of admissions and academic counseling, including teacher and personal recommendations, admission staff notes and correspondence, and any other documents related to the admissions file, regardless of the admission decision.

Parent/ Legal Guardian _____

Parent/ Legal Guardian _____ Date _____

My child's records should be released and delivered to the Admissions Office at Skyuka Hall:

**1200 Mountain Creek Road, Suite 300, Chattanooga, TN 37405
(423) 877-9711, (423) 876-0398 Fax**