



Transcript Release Request Form

Please note: If your student attends an Archdiocese of Philadelphia school that uses MSP and the school uploads transcripts and standardized test scores to that system, you **do not** need to request transcripts from the school. Archbishop Carroll will be able to access your student's records through MSP.

However, if your child's school does not use or does not upload records to MSP, you will still need to submit this records request form to the school.

Please complete this form and submit it to your current school.

The student named below is applying for admission to Archbishop Carroll High School. I authorize your school to release official copies of my child's academic records to Archbishop Carroll High School.

The records should include:

- ✓ Transcripts or copies of final report cards from the previous *2 years*
- ✓ Most recent standardized test scores (For example, Terra Nova, PSSA, etc.)
- ✓ Conduct and Attendance Record
- ✓ Health Records

Student's Name: _____
Last First M.I.

Current School: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

These documents will be utilized in the application process, as well as for rostering. Please remit the records within 30 days of receipt to the attention of the Admissions Office via:

- ✓ Email to admissions@jcarroll.org
- ✓ Fax to (610)971-0827
- ✓ Postal mail to: Archbishop John Carroll High School
Attn: Admissions Office
211 Matson Ford Road
Radnor, PA 19087

Thank you in advance for your assistance!

The Carroll Admissions Team

Date sent to ACHS: _____

Date Received by ACHS: _____