



SOUTHWESTERN ACADEMY

2800 Monterey Road • San Marino, California 91108 • Phone: 626-799-5010 • Fax 626-799-0407
E-Mail: Admissions@SouthwesternAcademy.edu • Website: www.SouthwesternAcademy.edu

REQUEST FOR RELEASE OF STUDENT RECORDS

Last/Family Name	First Name	Middle Name	Date of Birth (Month/Day/Year)
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To Whom It May Concern:

The above named student has been enrolled or has applied for enrollment at Southwestern Academy. Please forward the cumulative records, including test scores or counseling information normally released by your school. Please include a description of the grading system used as well as course credit distribution. We would especially appreciate any counseling comments you may choose to provide.

Please mail to:

The Admissions Office
Southwestern Academy
2800 Monterey Road
San Marino, California 91108

Or scan and e-mail to: Admissions@southwesternacademy.edu

Parent Release

I/We hereby declare that we are the parent(s)/legal guardian(s) of:

I/We authorize the release of my/our child's academic records and psychological testing scores as required by Southwestern Academy. I/We will not seek access to confidential information provided before or after the admission decision is made. I/We release every person and institution from any and all liability resulting from the furnishing of records, documents, and other information provided to Southwestern Academy for that purpose and when acceptance has been offered, I/we authorize release of the full record when transfer to Southwestern Academy occurs.

Signature of parent/legal guardian: _____ Date: _____

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