

Catholic Central High School  
148 McHenry St.  
Burlington, WI 53105  
Phone: 262.763.1510  
Fax: 262.763.1509

*Notice of Written Request for Release of Pupil Records*

**Date:**

Dear Registrar/Guidance Director:

This notice is to inform you that \_\_\_\_\_ has officially enrolled at Catholic Central High School. Please forward to the Admissions Office of Catholic Central, for inspection and copying, all pupil records (ie: grade transcripts, records, documents, reports and writings in your possession relating to the above student's past and present education in your institution). This includes, but is not limited to:

- Teacher recommendations and evaluations
- Medical evaluations, psychiatric or psychological evaluations
- Accident reports
- Disciplinary records
- Cumulative folder
- WKCE test scores
- Immunization history
- WIAA Athletic Physical Card
- Grades earned up to time of leaving
- Total number of credits required for graduation
- Attendance records

This is a waiver of any privilege that may otherwise exist relative to disclosure of such information. A photocopy of this authorization shall be valid and acceptable as the original and applies to past and future records. This authorization expressly waives any requirements that it must be used within a certain number of days after the date hereof or dated within any time period before the date of use.

Dated in Burlington, WI, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Admissions Director/School Official

Please forward above information to:

Admissions Office  
Catholic Central High School  
148 McHenry St.  
Burlington, WI 53105