



## MOUNT NOTRE DAME

*Empowering Young Women*

### Release of Records Authorization

Admissions Office

711 East Columbia Avenue  
Cincinnati, Ohio 45215-3998  
Fax 513-821-6068

[www.mndhs.org](http://www.mndhs.org)

**Special Note to Parents:** This release should be completed by the parent/guardian and RETURNED TO THE MND ADMISSIONS OFFICE. This form can be mailed or scanned/mailed to [tmiller@mndhs.org](mailto:tmiller@mndhs.org). MND will forward the release form to your daughter's school to obtain a copy of your daughter's records.

*My daughter is applying for enrollment at Mount Notre Dame. I/we request and authorize you to release an unofficial transcript of her academic records to the above school.*

*This release also gives my permission to release final records if my daughter enrolls at Mount Notre Dame.*

Re: Academic Records of: \_\_\_\_\_  
Student Name

\_\_\_\_\_  
Name of Current School

\_\_\_\_\_  
School Address (street, city, state, zip)

**Special Note to Applicant's School:** In addition to all academic records, please include the following:

1. Copy of Birth Certificate
2. Attendance Records (if not included on report cards)
3. Discipline Records (if applicable)
4. Standardized test scores/Proficiency Test Scores
5. Evaluation Team Report (ETR) and any IEP/SP, 504 Plan or School Accommodation Plan, if applicable
6. Student SSID# if not on Report Card

Thank you for attention to this request.

\_\_\_\_\_  
Signature of Parent or Guardian

Date: \_\_\_\_\_