

ADMIRAL FARRAGUT ACADEMY

501 Park Street North, St. Petersburg, Florida 33710

Phone: (727) 384-5504 | Fax: (727) 347-5160 | Email: admissions@farragut.org | www.farragut.org

Applicant Records Release Form

To Parent or Guardian

Please complete this form, sign where indicated, and deliver to your child's current or most recent school. The request of records and information listed below should be postmarked as soon as possible.

As parents/guardians of the student named below, I request and authorize the release of school records, including a complete transcript (current and previous years' grades) and results of any standardized tests, behavior records/evaluations directly to Admiral Farragut Academy. I understand that the records are confidential.

Name of Student: _____ Date of Birth: _____

Parent/Guardian Signature: _____ Date: _____

To the School Head or Registrar

The student named above is applying to Admiral Farragut Academy. To help us evaluate this student, please send the student's transcript (a copy of current and previous year's grades), standardized test results, and any behavior records/evaluations on file to us at your earliest convenience. Thank you for your assistance.

Information to be released should include the following:

- Signed, stamped, and sealed official transcript (cannot be scanned, emailed, or faxed)
- Academic records for the current year, as well as the previous 3 years (if applicable)
- Disciplinary Records (8th-12th grade only)
- Final transcripts upon the student's withdrawal, either mid-semester or end of the year.
- International students' transcripts must be submitted in their original language as well as translated into English by a certified translator.

Postmark or express ship official transcripts to:

Admissions Office
Admiral Farragut Academy
501 Park Street North
St. Petersburg, FL 33710 USA