



## Records Release Authorization

For all applicants to Merritt Academy, grades K – 8

### Part I: Parent/Guardian

Please complete all fields below before delivering to your child's current school. Merritt Academy will be unable to make an admissions decision until records are received.

Student's full name: \_\_\_\_\_

Current school: \_\_\_\_\_ Current grade: \_\_\_\_\_

I, (name of parent/guardian) \_\_\_\_\_ hereby authorize the release of records to Merritt Academy. Furthermore, I understand that all transferred information is confidential, and waive the right to view such materials.

Parent/guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part II: School Resource Coordinator

Please provide a complete transcript, test scores, and any other relevant records regarding the student's academic, social and emotional development, including:

- Academic transcripts/parent reports
- Standardized test scores
- Current year grades to date
- Attendance information
- Health/immunization records
- Discipline record
- Psychological/educational evaluations

Please forward all documents directly to Merritt Academy within two weeks of receipt. Records can be sent electronically to [admissions@merrittacademy.org](mailto:admissions@merrittacademy.org) or mailed to:

**Merritt Academy**  
**Attn: School Counselor**  
**9211 Arlington Boulevard**  
**Fairfax, VA 22031**