



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 or mailed to:

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