



Bishop Shanahan High School  
People of God; People for Others

### Request for Records

Archdiocese of Philadelphia High Schools

#### APPLICANT'S PARENT(S) / GUARDIAN:

In accordance with FERPA laws, the applicant's school must have your permission before releasing his/her transcript, attendance, and conduct report to Bishop Shanahan High School.

*Please print and submit this request form.*

Applicant's Name \_\_\_\_\_

Applicant's Present Grade \_\_\_\_\_

Applicant's Present School \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Authorization for Release of School Records:

I hereby authorize \_\_\_\_\_

(School Name)

to release the information listed below to BSHS.

- Academic Transcript
- Standardized Test Results
- Attendance record
- Conduct record
- Medical records
- IEP, 504, or Evaluation (if applicable)
- School Profile

If submitting by mail, please submit to:

Mrs. Loretta DePedro  
Studies Office  
Bishop Shanahan High School  
220 Woodbine Road  
Downingtown PA 19335

If submitting by email, please submit to:

[admissions@shanahan.org](mailto:admissions@shanahan.org)