



Christ the King

PREPARATORY SCHOOL • NEWARK, NJ

Request for Records

Date: ____ / ____ / ____

Dear Parent/Guardian,

Please complete this consent form and forward it to your **child's current Guidance Counselor or Principal**. The school official is then asked to forward this consent to the Admissions Office at Christ the King Prep.

Name of Applicant: _____

Applicant's Date of Birth: ____ / ____ / ____ Grade: _____

Current School: _____ City: _____

Phone number: _____ Fax: _____

Principal/Guidance Counselor: _____

Christ the King Prep has received a request for admissions from the following student. In order to consider the admissions request, we require the student's academic records. Christ the King Prep hereby request the academic records to be forwarded to the address below, faxed (973-900-5488), or emailed to admissions@ctkprep.org

The parent's signature indicates consent to release of the following records to Christ the King Prep.

Signature: _____

Printed Name: _____

- **Most recent/final report card**
- **6th, and 7th grade transcripts (Transfer in student 9th, 10th and or 11th grade)**
- **6th, and 7th grade standardized test scores (Transfer in student 9th, 10th & or 11th grade)**
- **Copy of health and immunization records**
- **IEP/ISP records, if applicable**
- **Recommendation Forms**
 - **2 Teacher Form**
 - **Principal/Guidance Counselor Form**

Please send responses to: Admissions Office
 Christ the King Prep
 239 Woodside Ave. Phone: 973-483-0033, ext. 320
 Newark, NJ 07104 Fax: 973-900-5488