



AL-QALAM ACADEMY

6666 Commerce St.

Springfield, VA 22150.

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Release of School Records

Please fill in the information requested below and submit this form to the Principal or Guidance counselor of your child's current school.

Name of Student: - _____

Current Grade in school _____ Applying for Entrance to Grade _____

Name of guidance/counselor at previous school _____ Contact Ph.: _____

I authorize the release of school records and teacher recommendations to Al-Qalam Academy of VA. I understand that the recommendations and records are confidential and will not be made available for student or parental review.

Signature of Parents / Guardian

Date

To the School:

Please send the following records and information

- A transcript of all courses and grades for the past two years and for the current school year through January, including the most recent report card.
- Scores of any IQ, standardized ability and achievement tests, indicating grade and date when tests were taken.
- Copy of valid birth certificate, copy of valid passport or equivalent and up dated health record.

Please send in all requested materials to:

The Admission Committee

Al-Qalam Academy

6666 Commerce St,

Springfield, VA 22150.