



**AL-QALAM ACADEMY**  
6666 Commerce St., Springfield, VA 22150.  
Email: [darulhudaoffice@gmail.com](mailto:darulhudaoffice@gmail.com)  
Ph: 703-924-6000

## 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 to fall course sand 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 updated health record.

**Please send in all requested materials to:**

**The Admission Committee  
Al-Qalam Academy  
6666 Commerce St,  
Springfield, VA 22150.**