

RECORD REQUEST

Holabird STEM Program

1701 Delvale Avenue Baltimore, MD 21222

Academic Record Request Form

(Submit a form for each school)

Date: _____

Name of Student: _____ HR teacher: _____

Name of School applying to: _____

Address of School: _____

***H.S. Magnet School Applicants**

____ Copy of Last Year's Report Card (You will receive your requested copy in homeroom within 5 days)

Private School Applicants

Please check items below that pertain to you.

Items checked will be mailed directly to the school (Include envelope with school name and address with two (2) postage stamps.) Submit Consent for Release of Records.

Check the items that apply to you:

- ____ Report Cards
- ____ Testing
- ____ Other _____

Recommendation requests:

**Recommendation forms should be included at the time of academic record request.*

- ____ School Counselor
- ____ Teacher – Name of Teacher _____
- ____ Other _____

Holabird STEM Program Academic Record Policy:

- Allow 5 school days to process your academic record request once dated and received in the School Counseling Office.
- All academic record requests must be submitted by **December 8th** prior to the Winter Break to allow for sufficient time to process your request in a timely manner.

Checklist

- ____ Academic Records Request Form
- ____ Consent to Release Records attached
- ____ Private or Magnet School Application Information

Office Use:

Received By: _____

Date: _____