



Permission to Release School Records

Parents or Guardians: Please complete and submit directly to your school registrar.

Student's Name	Grade	
I grant permission to: _____		
Current School		
Street Address		
City	State	Zip

Contact Person _____ School Phone _____ School Fax _____

Email _____

to release a copy of my child's school records, which may include the following information:

- Cumulative School Records (report cards and attendance records)
(K) current year, (1st) current year and previous year, (2nd- 5th) current year and previous two years
- Standardized Test Scores
- Diagnostic and Evaluation Reports
- Immunization Records

Schools: Please email, fax, or mail student records to:

Mail: Director of Admission
Sunset Mesa School
3020 Morris NE, Albuquerque, NM 87111

Email: Admissions@Sunset-Mesa.com

Fax: 505.298.6132

Signature of Parent or Guardian _____ Date _____

Sunset Mesa Schools, Inc. is accredited by the National Independent Private Schools Association, the National Council for Private School Accreditation, and the New Mexico Public Education Department and welcomes applicants regardless of their race, creed, color or national origin.