



Reitz Memorial High School

1500 Lincoln Avenue | Evansville, IN 47714 | 812-476-4973 | www.reitzmemorial.org

Dr. A. Marie Williams, Principal - Lisa Popham, Assistant Principal - Rick Wilgus, Assistant Principal

Authorization to Release Student Records

I hereby authorize _____ to release the requested records of
Name of Current School
_____ to the Reitz Memorial High School Admissions Office.
Name of Student

Current School Information

- Name of School: _____
- Street Address: _____
- City, State & Zip: _____
- Phone Number: _____
- Fax Number: _____

Requested Records

1. Transcript of Grades
2. Schedule of Current Courses and Grades
3. End of Course Assessment Results and any other Standardized Test Scores (PSAT, PLAN, etc.)
4. Health Records
5. IEP and/or Special Services Records (if applicable)
6. Other: _____

Send Requested Records to:

Reitz Memorial High School
ATTN: Mr. Brian Heathcott
1500 Lincoln Avenue
Evansville, IN 47714

Fax: 812-474-2942
ATTN: Mr. Brian Heathcott

Parent or Guardian Signature

Date

Student Signature

Date