



DR. TIMOTHY HOWARD
Headmaster

MARITERE MATOSANTOS
Senior Principal

**Release required for issuing diplomas, transcripts and other
Official school documents to Graduating and Departing Students and
End of Academic Year Release for 8th Graders**

Student name: _____ 8th Grade

 Last First Middle

Parent Name: _____ Phone: _____

Please Print

In order to obtain the release of official school documents you must obtain the clearance from each of the following departments: *Release means that all school owned books, equipment and materials have been returned.

| Department | Teacher Initials | Date |
|--------------|------------------|------|
| Spanish | | |
| Math | | |
| Science | | |
| English | | |
| Elective | | |
| Locker Clean | | |
| | | |

| Department | Teacher Initials | Date |
|----------------|------------------|------|
| Social Studies | | |
| Technology | | |
| Music | | |
| Drama or Art | | |
| P.E./Athletics | | |
| Library | | |
| Quota | | |

| | |
|------------------------------------------------------------------|------------|
| For office use only | |
| Academic Administration Approved : | Date _____ |
| Signature of Vice Principal/Dean | |
| Los Muchachos Catering: | Date _____ |
| Signature | |
| Business Office Approval: | Date _____ |
| Signature | |
| Please return this form when is completed to the Business office | |

Parent Signature _____ Date _____

Student's tuition and fees must be paid in full in order for the school to authorize the release of diplomas, transcripts and other official school documents.

NOTE: Parents will pay for the reimbursement cost of any lost books, equipment or materials not returned.