



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 High School**

Student name: _____ **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 1 & 2		
Foreign Lang.		
Comm. Serv.		
Locker Clean		

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

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.