



**CALVARY EPISCOPAL SCHOOL  
CALVARY EPISCOPAL COLLEGE PREPARATORY**



1201 Austin Street  
Richmond, Texas 77469  
281-342-3161  
FAX 281-232-9449  
www.ces-richmond.org

**RELEASE/REQUEST FOR RECORDS**

Dear Parent:

To expedite the transfer of necessary student records from your child's school to ours, please complete and sign the following release/request for records and information and present to your child's current school.

I, \_\_\_\_\_, the parent/guardian of  
\_\_\_\_\_  
(Print Student's Name), give permission to

\_\_\_\_\_  
Current School  
\_\_\_\_\_  
Attn:  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State/Zip

to release/forward the all educational and health records to:

Headmaster  
Calvary Episcopal School  
or  
Calvary Episcopal College Preparatory  
1201 Austin St.  
Richmond, TX 77469

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date