

# TRANSCRIPT RELEASE FORM

**To The Parent/Guardian:** Please sign this Transcript Release Form and submit it with the School Recommendation to your child's Principal or Guidance Counselor. **Your child's present school must return the Official Transcript and School Recommendation directly to Pennsylvania International Academy.**

**Please Note: We will be unable to conduct an Admissions Interview without your child's transcript and school recommendation.**

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
LAST FIRST MIDDLE

Current School: \_\_\_\_\_ Phone \_\_\_\_\_

Current School Address:

STREET CITY STATE ZIP/POSTAL CODE COUNTRY

I hereby authorize that my child's official school transcript records be released to the Admissions Office at Pennsylvania International Academy.

Parent/Guardian Name:

\_\_\_\_\_

Parent/Guardian Signature:

Date: \_\_\_\_\_

*Students who board with Pennsylvania International Academy attend our affiliate school, Mercyhurst Preparatory School (MPS). All applications, transcripts and information will be submitted to MPS, who will conduct interviews and determine academic eligibility. Graduating students will receive a diploma from Mercyhurst Preparatory School.*

**To The School:** The above-named student is a candidate for Mercyhurst Preparatory School. We require the following to be sent to the Admissions Office as soon as possible:

- Final or Mid-Semester Grades (must be included)
- Recent Teacher Reports (if any)
- Grades since 6th Grade
- A School Profile, if available
- Standardized Test Scores
- School Recommendation (filled out by Guidance Counselor, Principal or Head of School)
- Health Records
- Psychiatric/Psychological Reports
- Behavior Reports
- Learning Differences, Educational Testing and/or IEP
- Other Pertinent Information

Please mail transcripts to:

Pennsylvania International Academy  
Attn: Admissions  
8155 Oliver Road  
Erie, PA 16509

In order to expedite the admissions process you may fax transcripts to 814.866.6845 Attn: Admissions or e-mail transcripts to [admissions@piacademy.org](mailto:admissions@piacademy.org). We are required to have the original, official transcripts with the school's stamp/seal on file prior to issuing the I-20.