



1 Midan Digla P.O. Box 39
 Maadi 11431 Cairo, Egypt
 Tel :+20-2-27555555
 Fax: +20-2-25196584
 Web: www.cacegypt.org

AUTHORIZATION TO RELEASE SCHOOL RECORDS

It is the responsibility of the **applicant's parents** to provide complete, official school records for the two years preceding admission to CAC. (Note: three years are required for students applying to Grade 12). This will include any existing information regarding attendance, behavior, and special services (e.g., IEP, speech, modifications etc.); report cards/transcripts; and results of all psychological, educational, or speech and language testing administered to the applicant.

Admission cannot be considered without these records, and admissions procedures will be deferred until they are received. We ask that you complete and sign this authorization form so that CAC may assist in this process by requesting the required records from the previous school(s). Note, however, that responsibility for providing the required school records ultimately rests with the parents.

I authorize and request the release of all academic and behavioral records for:

Student Name: _____ **Grade:** _____

From (School's Name): _____

Address: _____

Fax: _____ **Phone:** _____

School's E-mail Contact: _____

Dates Attended: _____

The records should be forwarded to:

From the United States:

Superintendent
 Cairo American College
 c/o American Embassy
 UNIT 64900, Box 21
 APO AE 09839-4900

FAX #: Egypt (20)(2) 2519-6584

Email: registrar@cacegypt.org

From other countries:

Registrar/Director of Admissions
 Cairo American College
 P.O. Box 39
 Maadi 11431
 Cairo, Egypt

 Parent's Signature and Date