



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