

Academic excellence through the light of faith

## Saint Timothy Middle School

A NEASC Accredited School

225 King Philip Drive  
West Hartford, CT 06117  
Tel: (860) 236-0614  
www.stmswh.org

### Mission Statement

Saint Timothy Middle School is committed to meeting the needs of early adolescents, grades six through eight in the greater West Hartford area. We seek to provide a challenging curriculum which fosters academic excellence and to promote harmony with self, with others and with God in a caring environment centered on the gospel values of our Lord, Jesus Christ.

### Records Release Form

TO: \_\_\_\_\_  
*Applicant's Current School Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip*

STUDENT NAME: \_\_\_\_\_

*My signature gives consent for release of a copy of my child's school records to be sent to Saint Timothy Middle School*

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

\_\_\_\_\_  
Printed Name

The above-named student is applying for admission to Saint Timothy Middle School. An important part of the application process includes a review of the student's current school records. Please forward a copy of the student's records, including current grade, cumulative grades and any standardized test scores. Any other information that you feel may be helpful in our admissions decision (psychological/discipline records) is requested as well. **Please mail student records to:**

### Saint Timothy Middle School

225 King Philip Drive  
West Hartford, CT 06117  
ATTN: Admissions

**Please do not send official records at this time.** Official records will be requested at the time of the student's acceptance and enrollment. We appreciate your time and help in completing this request.

*Parent/Guardian, please note, this form should be mailed to your child's current school. Do not return this form to St. Timothy, as it will delay your child's application process. Thank you.*