



# Bishop McNamara High School

A College Preparatory Coeducational Catholic School  
Sponsored by the Brothers of the Holy Cross

Bishop McNamara High School  
Admissions Office  
6800 Marlboro Pike  
Forestville, MD 20747-3270  
P: 301-735-8401

## Request for Academic Records for All Applicants

**PARENTS/GUARDIANS:** Please fill out and submit two copies of this form:

First copy - upload to your MACCESS account

Second copy - provide to your student's current school

Screenshots will not be accepted. **Parents are responsible for insuring all pertinent records are sent by stated deadlines.**

Applicant's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

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

Current School's Address: \_\_\_\_\_

Applicant's Guidance Counselor/Registrar: \_\_\_\_\_

Guidance Counselor/Registrar Email: \_\_\_\_\_

Mother/Guardian's Name: \_\_\_\_\_

Father/Guardian's Name: \_\_\_\_\_

**I will request the Registrar of the current school to send a copy of official school records for the student named above to Bishop McNamara High School for the purpose of admission review and academic placement.**

The following official school records are required:

1. Report cards for the current and prior academic years
2. Results of most recent standardized achievement and aptitude tests
3. Records of attendance and disciplinary actions
4. Two completed teacher evaluation forms (not required for ADW Catholic School 8th grade applicants to 9th grade)
5. If applicable, copies of psycho-educational testing, evaluation or educational plans

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Submission Instructions:** Due to the uncertainty of COVID-19, we're going paperless! Please scan and email school documents in 1 file per student to **admissions@bmhs.org**. We also accept documents via Parchment. Should you have any questions, please contact us at **admissions@bmhs.org**.

