



1209 Conrad Sauer Dr. Houston, TX 77043
T 713.464.4720 F 713.464.4720
ilmacademy.org

2025-2026 Academic and Disciplinary Records Request Form

To the Parent: Please complete the top portion of the form (page 1) and give it to your child's current school Guidance Counselor or Administration to complete all remaining pages. The completed form should be email confidentiality by the current school to ILM Academy Admissions Office at admissions@ilmacademy.org

Applicant's Name: _____ DOB: _____ Current Grade: _____

Name of Current School: _____ Phone: _____

School Address: _____ City: _____ Zip: _____

Current School Registrar/ Contact Email: _____

I hereby authorize the release of school records for the above named student for the entire time he/she has been at the above named school, including official transcript of all grades, standardized test scores, developmental assessments, counseling, disciplinary and IEP records.

Parent Name (printed): _____ Parent Signature: _____ Date: _____

To the Applicant's Current School: The above named student is an applicant for admission to ILM Academy. In order to complete his/her application, we request that the school Guidance Counsellor, Registrar or Administration complete the following confidential Disciplinary Records Form (pages 2- 4) for the applicant, and send this completed form directly to the ILM Academy Admissions Office via email to admissions@ilmacademy.org. Please title the student name as the email subject.



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Records Request:

In order to complete the application for the above named student, we request copies of records of the applicant's KG year and above (including from years the applicant was not attending your school) with the following information: Please check all you have on file to be sent.

- Official transcript or cumulative record of report cards
- Cumulative records of standardized test scores
- Any developmental assessments
- Any counseling records
- Disciplinary records on file
- IEP records
- 504 Plans
- Dyslexia testing
- PED testing
- TELPAS/ language surveys
- Other. Please specify: _____

Behaviour Assessment:

Please describe your applicant's strengths and challenges in the classroom. If applicable, please include any services or therapies that are provided.

APPLICANT STRENGTHS: Identify at least three strengths or contributions the applicant brings to school.

Academic Strengths: _____

Social/Recreational Interests: _____

Other: _____

FAMILY RELATIONSHIPS: Describe what effects the problems have had on family relationships and family functioning. How does your applicant get along with each parent and with each sibling?



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Are there any family circumstances we should be aware of? _____

SCHOOL: Describe your applicant's function at school. Are there any problems? What are his/her school-related likes and dislikes? _____

PEER RELATIONSHIPS: Describe how the applicant gets along with other students. Who are his/her best friends? Have his/her problems affected these relationships? _____

Has the student had any adverse peer relationships in the past? _____

BEHAVIOR(S): Please check all that apply

- Tardy
- Unresponsive
- Off task
- Fight/physical Aggression
- Inappropriate Language
- Vandalism
- Verbal Harassment
- Disruptive in class
- Insubordination
- Work not done
- Theft
- Other

Describe any physical encounters the student may have experienced:

School History:

1. Describe the applicant's attitude toward school. _____

2. Describe the applicant's behavior in school. _____

3. Has the applicant ever refused to go to school? If "yes", please explain.

4. Has the applicant been held back or skipped a grade? Please explain.

5. What did the applicant do when he/she was having a hard time in a class?

6. How did the applicant deal with conflict? _____

7. Has your applicant had intellectual testing done? Please describe the
Results. _____

8. Is there anything else the school should know about the applicant's school
history? _____
