



## THE INDEPENDENT SCHOOL

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### School Records Release Request

School Attended and Year/s: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

This is a request for \_\_\_\_\_ transcript who has applied to The Independent School for admission to grade \_\_\_\_\_ in \_\_\_\_\_ school year.

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Please send a copy of this student's records through the most recent grading period including:

1. Grades and written teacher comments
2. Achievement and aptitude test results
3. Psychological and special needs testing reports
4. Attendance and disciplinary records
5. Any other pertinent information such as extra-curricular activities

Thank you for your assistance,

The Independent School

Director of Admission

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**Statement of Confidentiality:** *It is The Independent School's policy that all information obtained regarding an applicant for admission is kept in the strictest confidential manner. Only authorized school personnel have access to this information and only to the extent it is relevant to admission and placement decisions.*

**Permission to release transcript:**

I/We authorize the release of my/our child's records to The Independent School.

Parent/Guardian(s) Signature: \_\_\_\_\_