



Transcript Release Form

Parent:

In order to receive your child's current and prior records, we need your permission. Please complete and sign this form.

Deliver it directly to your child's current school (no earlier than January) along with the attached Teacher Recommendation Form. Your child's school will then send the information directly to our Admissions Office. Thank you!

To student's current school & teacher(s):

I authorize _____ to send the following information belonging
(Current School Name)

to my child _____ to St. Anne's School of Annapolis.
(Student's Name)

Parent/Guardian Signature

Date

Parent/Guardian Name (PLEASE PRINT)

School Administrator:

Please send copies (not originals) of:

- academic reports, records and other appropriate material (please include current and prior grades)
- health inventory and immunization record
- standardized and achievement test scores

Also, please ask the student's teacher(s) to complete the attached two-page recommendation form. Feel free to include any additional comments you think will help us make an informed and timely admissions and placement decision. Your comments will be held in strictest confidence. We appreciate your attention to this matter.

Thank you for your cooperation.