



TRANSCRIPT REQUEST FORM

TO THE PARENT/GUARDIAN:

Please complete the following information before giving it to your child's school administrator.

Name of Applicant: _____ Birthdate of Applicant: _____

Applicant for: _____ Grade in September 2019 Current Grade: _____

Address of Applicant: _____

Name of Current School: _____ Phone: _____

Address of Current School: _____

Parent/Guardian Authorization Signature: _____ Date: _____

For the student named above, I authorize the release of school records, including an official transcript of all grades and evaluations for the past two years, testing results, and information regarding disciplinary actions.

TO THE SCHOOL ADMINISTRATOR:

The Consortium of Secondary School Admission Directors (CSSAD) share a common mission, assisting families in their exploration of independent school education. They do so by following the best practices of the National Association of Independent Schools (NAIS); by establishing and adhering to ethical, consistent policies and procedures, and most notably, their common decision notification and response dates. These organizations are also committed to sharing resources and expertise in a collegial manner to support the recruitment and enrollment of students.

Please attach to this form the candidate's record, including an official transcript of all grades and evaluations, testing results, and information regarding disciplinary actions at your school for the past two years. Please be sure to include grades to date in current courses or forward first term grades to us as soon as they are available, ideally **no later than January 18, 2019**.

Thank you very much for your assistance.

Has this student ever been subject to any serious disciplinary action, suspension, or expulsion from school? No Yes

If yes, please explain.

School Official's Name and Title: _____

School Official's Signature: _____ Date: _____

Email: _____ Phone Number: _____