

Tuxedo Park School
Mountain Farm Road
Tuxedo Park, NY 10987

Tel: 845-351-4737
Fax: 845-351-4219
www.tuxedoparkschool.org



Transcript Request Form Grades 1–9

To the applicant's parents:

Please complete the top part of this form and give it to the guidance counselor, principal, or division head in your child's present school. **TPS considers all information provided by a child's school and teachers as confidential. This information, as well as teacher recommendations, will not be shared with you by TPS.** If you or they have any questions, please contact our Admissions Office.

Applicant's name:			Birth date:
First	Middle	Last	
Home address:			Telephone:
Street	Town	State/Zip	
Present grade:	Applying for grade:	Present school:	
Head of school:		School telephone:	

I authorize the release of transcripts to Tuxedo Park School:

Signature of Parent/Guardian	Date
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To the administrator of the sending school:

The student named above has applied for admission to Tuxedo Park School. Copies of this student's grades, scores on standardized tests, and written comments are needed for evaluation. Please include any disciplinary reports as well. I welcome your call at (845) 351-4737 or e-mail me at kheard@tuxedoparkschool.org if you have any questions.

Thank you,
Kristen Heard
Director of Admissions and Financial Aid

Please mail complete transcripts to:
Admissions Office
Tuxedo Park School
Mountain Farm Road
Tuxedo Park, NY 10987