



# BERKSHIRE SCHOOL Transcript Release Authorization

*Parents: Please deliver to your child's current school before the conclusion of the school year.*

**Student Name** (Legal First and Last): \_\_\_\_\_

**Date of Birth** (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ **Enrolled in Grade:** \_\_\_\_\_ for 2019-20 school year

**Parent Name** (printed): \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **If Student has turned 18, Student Signature:** \_\_\_\_\_

My child has enrolled in Berkshire School for the 2019-2020 school year. Please send official documents as noted below **by July 15** (or earlier if possible).

- (1) **Official final transcript** (Grades 9-12, as completed) with year-end grades and credits (**must include signature of school official, school seal, and date**). If student has graduated from your school, please also include date of graduation.
- (2) **For students entering Grade 9**, please include a final transcript from Grade 8.
- (3) **Any standardized test scores** from the 2018-19 school year.

*\*Please DO NOT send cumulative records. If received, these records will be returned to the previous school.\**

**Please MAIL official transcripts (no cumulative records) by July 15 to:**

Lynn Kinne, Registrar  
Berkshire School  
245 N. Undermountain Road  
Sheffield, MA 01257

**For International Families**, please request an official final transcript **and** a certified English translation from grades 9-12 (as completed). Both the original language transcript and translation are required for official record keeping. Berkshire School can only give full credit as appropriate for the high school level work completed with full documentation. These records are vital as they will also be sent to colleges and universities during the college application process.

**Please send the transcripts in PDF format to [kinne@berkshireschool.org](mailto:kinne@berkshireschool.org) and [lmcgovern@berkshireschool.org](mailto:lmcgovern@berkshireschool.org).  
Students must bring the original transcript and translation to registration in August.**

*Thank you kindly for your help with this request.*