



Clear Form

# TRANSCRIPT REQUEST FORM

**TO THE PARENT/GUARDIAN:**

Please complete the following information before giving it to your child’s school administrator. **Provide the administrator a list of schools and email addresses to which to send your child’s transcript or instructions for how to upload your child’s transcript to each school’s online application system.**

Name of Applicant: \_\_\_\_\_ Birthdate of Applicant: \_\_\_\_\_

Applicant for: \_\_\_\_\_ Grade in September 2020 \_\_\_\_\_ Current Grade: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Current School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Current School: \_\_\_\_\_

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.

Parent/Guardian Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 17, 2020**. **To protect the integrity of this recommendation, be sure to save this form as a PDF before submitting to schools.**

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: \_\_\_\_\_