



PERMISSION FOR RELEASE OF TEACHER EVALUATION AND STUDENT RECORDS

Student Applicant Information:

Child's Name: _____

Grade Applying to: _____

Current Grade and Teacher Name(s): _____

Parent(s)/Guardian(s)

This release form authorizes your child's current school to send copies of your child's student records to The Park School, and to speak with Admission staff or set up a visit to observe your child at his or her current school. This release form also gives your child's current teacher(s) permission to complete and submit the confidential Association of Independent Schools in New England ("AISNE") student evaluation form.

- Please sign below and give this form and the grade-appropriate AISNE student evaluation form to your child's current school at your earliest convenience.
- Please ask that your child's records and the completed AISNE student evaluation form be sent to The Park School by **January 24**. The school may submit these documents by mailing a "hard copy" to The Park School, Attn: Admissions, 171 Goddard Ave, Brookline, MA 02445, or scanning and e-mailing the documents to admission@parkschool.org.
- An admission decision cannot be made until Park receives and reviews your child's education records and the AISNE student evaluation, completed by your child's current teacher(s).

Authorization

I authorize _____ (name of child's current school) to release to The Park School my child's education records, including reports, grades, and standardized testing results, and a confidential AISNE student evaluation. I understand that the confidential AISNE student evaluation is to be used solely to inform a thoughtful admission decision and that it does not become a part of my child's permanent record.

Parent Signature: _____



To the Student's Current School

The child whose name appears on this form has applied for admission to The Park School. We request that you help us get to know the applicant by providing us with the following materials:

1. Copies of the student's current and last school year reports, as available. As appropriate to the age of the student, reports should include:
 - Narrative reports
 - Grades
 - Standardized Testing
2. The completed AISNE student evaluation. Please note that this evaluation will be kept in strict confidence, will be reviewed only by the admission committee and will not become part of the student's permanent record. We are aware of the time and thought these forms take, and we sincerely appreciate your candor. While The Park School encourages teachers to provide information requested on the attached AISNE student evaluation form, and requests that teachers attach a copy of the child's current progress report, we understand that some schools maintain a policy of submitting current reports only. If this is your school's policy, please indicate this by returning the incomplete AISNE student evaluation form with a copy of the student's current report.

We appreciate receiving the AISNE student evaluation and records requested no later than January 24. Please mail a "hard copy" to The Park School, Attn: Admissions, 171 Goddard Ave, Brookline, MA 02445, or scan and e-mail the documents to admission@parkschool.org.

Confidentiality

All materials submitted to The Park School are considered confidential communications between your school and the faculty assigned to the decision-making process. We appreciate your efforts on behalf of this applicant. If you have any questions about our programs or policies or would prefer to convey information by phone, please call our office at any time.

Thank you!

Merle Jacobs
Director of Admission

Jonathan Prosky
Associate Director of Admission