

**TRANSCRIPT RELEASE**

THE POTOMAC SCHOOL  
1301 Potomac School Road  
McLean, Virginia 22101  
(703) 749-6313  
www.potomacschool.org

*Please fill out and give this form to your child’s current school.  
Forms are due back by January 17.*

**TO: PARENTS**

Please fill out the top portion of this form and give the entire form to the registrar of your child's school. The registrar will email the *current* school year transcripts and prior years to [admission@potomacschool.org](mailto:admission@potomacschool.org).

STUDENT'S NAME \_\_\_\_\_  
                                First  Middle  Last

CURRENT GRADE \_\_\_\_\_ APPLYING FOR GRADE \_\_\_\_\_

I authorize the release of official school records to The Potomac School.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**TO: SCHOOL REGISTRAR**

The student named above is applying to The Potomac School. Please help us to complete the student application file by sending the following information to the Admission Office via email **by January 17**. (Please do not include medical records or return this form.)

*Applicants for Kindergarten and 1<sup>st</sup> Grade:*  
 Current progress report, if available.

*Applicants for 2<sup>nd</sup> through 6<sup>th</sup> Grade:*  
 Current transcript and scores of any standardized test(s). Please indicate date of testing.

*Applicants for 7<sup>th</sup> through 11<sup>th</sup> Grade:*  
 A transcript of all courses and grades for the current school year (through date of sending) and the previous school year.  
 Scores of all SSAT, aptitude, IQ, reading, and achievement tests. Please indicate date of testing.

Please email the records and information to:  
[admission@potomacschool.org](mailto:admission@potomacschool.org)  
In the subject line please indicate: “Transcript” and the student’s name