



COLUMBIA GRAMMAR & PREPARATORY SCHOOL

Office of Admission
36 West 94th Street
New York, NY 10025

212-749-6200 tel
212-961-3105 fax
admissions@cgps.org

Name of Candidate: _____ Applying for Grade: _____

Current School: _____

PARENT INSTRUCTIONS

Please fill out this form, sign it, and forward it to the school in which your child is currently enrolled. **DO NOT return this form to Columbia Grammar & Preparatory School.**

I give permission to release the requested student information. I understand that this report is confidential between the sending school and Columbia Grammar & Preparatory School.

Parent's Signature: _____ Date: _____

SCHOOL INSTRUCTIONS:

The student currently enrolled in your school has applied to Columbia Grammar & Preparatory School. If there is any reason why this student should not be considered for admission at this time, please notify us.

We require information that covers the **CURRENT (2020-2021)** academic year: a school report, a transcript of academic records, test results, and recommendations. All information should be sent directly to us and will be considered confidential.

All school information is due by **January 8th** (preferably sooner). Thank you for your prompt response.

Please note that this form is available on our website at www.cgps.org

Transcript Release Grades Pre-Kindergarten-12