



TRANSCRIPT REQUEST FORM

(To be completed by the applicant's current school)

To the Parent

Please type or print your child's name and give this form to his or her current school. It can be returned to Barrie by email at **admission@barrie.org**, by fax at **301-576-2803**, or mailed to with a stamped and pre-addressed envelope to **Barrie School, Office of Admission and Financial Aid, 13500 Layhill Road, Silver Spring, MD 20906**.

Applicant's Name (Please Print)

Current Grade

Name of Current School

Please read and sign the statement below.

For the student named above, I authorize the release of school records, including an official transcript of all grades and/or progress reports for the current semester/trimester and the past two academic years as well as the results of standardized testing for the same time period. I acknowledge that I waive my right to the confidential teacher recommendations and the school report.

Applicant's Parent or Guardian (please print)

Signature of Applicant's Parent or Guardian

Date

To the Applicant's Current School

Please send this student's official transcript for the **current semester/trimester** and the past **two completed academic years**, if applicable. This should include all grades earned for courses taken to date, attendance, the scores for aptitude and achievement tests, and first semester/trimester grades for the current year and past two academic years as soon as they become available. **Please note that this form must be included with transcripts.**

Name and Title of School Official (please print)

Signature of School Official

Phone Number

Date

Thank you for your assistance. Should you have any questions, please contact our Office of Admission at 301.576.2800

Note to Parent and School Official: In order to avoid duplicating efforts, we ask that records not be sent until first semester (or trimester) grades are completed.