



TRANSCRIPT REQUEST FORM

PARENT/GUARDIAN: Please complete, sign and submit this form to your son's current school. Please note, the official transcript must include one marking period of the current year's grades, and grades and testing information from the past two years. If this requires that you request transcripts from more than one school, please print and distribute additional copies of this form.

Student Name _____

First

Middle Initial

Last

Current School _____

Grade Applying To _____

I request and authorize the release of my child's school records to Landon School. I understand that the records are confidential.

Parent/Guardian Signature

Date

SCHOOL HEAD/REGISTRAR: The student named above has made application for admission to Landon School. Please forward this student's transcript including:

- One marking period of the current year's grades (2021-2022)
- Grades from the past two years (2020-2021 and 2019-2020)
- Comments, educational evaluations
- Standardized test results

Please email documents to Landon's Admissions Office at admissions@landon.net by **January 28, 2022**.

Thank you for your assistance.

Admissions Office
Landon School
admissions@landon.net
301-320-1067