



INSTRUCTIONS FOR PARENT/GUARDIAN: To have your child's academic records sent to Canterbury, complete this release form and submit it to your child's current school at the completion of the academic year. Please note that all records must be received prior to your child's arrival on campus.

Student Name: (First) (Middle) (Last) Current Grade: Grade Entering:

Address: (Street) (City) (State) (Zip)

I hereby authorize the release of my child's official academic records, testing, and evaluations to the Canterbury School.

Parent/Guardian Signature Date

Parent/Guardian Name (please print) Phone Number Email Address

INSTRUCTIONS FOR SCHOOL: The student named above has enrolled at Canterbury School. Please forward the following documents directly to the Canterbury School Registrar's Office:

Students entering 9th grade:

1. A complete, original, official transcript (signed, dated, and sealed) **or** final report card for grade 8. The report card or transcript must show that the student completed grade 8 and was promoted to grade 9.
2. Standardized test scores
3. Psycho-educational evaluations (if applicable)

Students entering grades 10-12 or repeating 9th grade:

1. A complete, original, official high school transcript (signed, dated, and sealed) showing entrance and exit dates and all credits earned.
2. Current school profile and explanation of grading system
3. Standardized test scores
4. Psycho-educational evaluations (if applicable)

Post-Graduate Students: Please provide all documents as stated above for students entering grades 10-12. Transcript must show the date a high school diploma was awarded.

International Students: Please provide all documents as stated above in original language AND in English.

All documents should be mailed or emailed directly from the school to:

Canterbury School
Registrar's Office
101 Aspetuck Avenue
New Milford, CT 06776
azapletal@cbury.org

If you have questions or need more information please contact Anne Zapletal, Registrar, at (860) 210-3878 or via email at azapletal@cbury.org.