# 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.***
***Transcripts are due back by January 13.***

## 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.

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 13**. (Please do not include medical records or return this form.)

***Applicants for Kindergarten and 1st Grade:***

- ❑ Current progress report, if available. Also, if possible, 2021-22 school year progress summary.

***Applicants for 2nd through 11th Grade:***

- ❑ A transcript of all courses and grades for the current school year (through date of sending) and the previous school year.

Please email the records and information to:
**admission@potomacschool.org**
In the subject line please indicate: "Transcript" and the student's name