



# Transcript Release

**Please return to:**  
Attn: Brooke Jenkins  
Director of Admissions and Tuition Assistance  
Town School for Boys  
2750 Jackson Street  
San Francisco, CA 94115  
Phone: (415)746-1151  
Email: [admissions@townschool.com](mailto:admissions@townschool.com)

## Attention: Parent/Guardian

After completing the information below, please give this form to an official or registrar at your son's current school. An appropriate school administrator is also asked to add comments below. The sending school should then return the form directly to Town School for Boys no later than **February 1, 2023** along with the student's official transcript.

Student's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Applying Grade: \_\_\_\_\_

I hereby authorize the release of the information mentioned below to Town School for Boys. Further, I authorize Town School for Boys to contact the school to clarify information submitted with the school records.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Attention: Registrar/School Administrator

**School Registrar:** The student named above has applied for admissions to Town School for Boys. Please send this form along with the complete official transcript directly to our school by **February 1, 2023**. Thank you for your assistance in this matter. The complete transcript includes the following:

- Current year-to-date as well a previous two school years grades/report cards
- Teacher or Counselor comments
- Any available standardized test scores
- Official Administrative Record and Disciplinary Records

**School Administrator:** The Student named above has applied to Town School for Boys. We would appreciate your comments below. (The back of this form may be used if necessary.)

Has the student named above been censured for academic or social behavior? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the relationship the parents of this student have had with your school.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of School Administrator

Print Name

Position at School

Date