Records Release Authorization

Parents: Please complete and submit this form to your child’s school office to authorize sending official copies of her/his educational records to St. Andrew’s Schools. Please request transcripts to be sent NO LATER than **February 15, 2023**, or as soon as possible following the grading period.

TO BE GIVEN TO THE SCHOOL YOUR CHILD IS CURRENTLY ATTENDING

Consent for Release of Information

Student’s Name: ___________________________________________________________

First       Middle       Last

Present School: ____________________________________________________________

I hereby give authorization for the transfer of the following items to St. Andrew’s Schools:

✓ Current-to-date grades (completed first semester required for 6-12th grade applicants)
✓ Previous year grades
✓ Evaluations
✓ Standardized test scores
✓ Character evaluation/personal comments or impressions (optional)

________________________________________________________________________

Signature of Parent/Guardian

________________________________________________________________________

Printed Name of Parent/Guardian

________________________________________________________________________

Date

Email items directly to:
St. Andrew’s Schools
Office of Admissions
224 Queen Emma Square
Honolulu, HI 96814
admissions@standrewsschools.org
Phone: (808) 532-2427  •  Fax: (808) 531-8426