

## Transcript Release Grades PK-12

Office of Admission  
36 West 94th Street  
New York, NY 10025

212-749-6200 tel  
admission@cgps.org

Name of Candidate:

Applying for Grade:

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Current School:

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### PARENT INSTRUCTIONS

Please fill out this form, sign it, and forward it to the school in which your child is currently enrolled. **DO NOT return this form to Columbia Grammar & Preparatory School.**

I give permission to release the requested student information. I understand that this report is confidential between the sending school and Columbia Grammar & Preparatory School.

Parent's Signature:

Date:

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### SCHOOL INSTRUCTIONS:

The student currently enrolled in your school has applied to Columbia Grammar & Preparatory School. If there is any reason why this student should not be considered for admission at this time, please notify us.

We require information that covers the **previous and current** academic year: a school report, a transcript of academic records, test results, and recommendations. All information should be sent directly to us and will be considered confidential.

All school information is due by **January 14<sup>th</sup>** (preferably sooner). Thank you for your prompt response.

**Please note that this form is available on our website at [www.cgps.org](http://www.cgps.org)**