



Montgomery School

Request for Release of Information

Dear Parents/Guardians:

As a final step, we need to obtain your child's official transcript and records for students entering 1st – 8th grade. Schools require written authorization before releasing this information so please complete the form below and **submit this form to the school your child attended this year (2022-2023)**. Receipt of these documents is necessary prior to the start of the school year.

Dear School Administrator:

_____, a student in your school will be attending Montgomery School in the 2023-2024 school year.

Please send the following information to the address below as soon as possible:

- Final transcripts for 2022-2023 school year as well as all prior years (if applicable)
- Standardized Achievement Test Scores
- Intelligence and Aptitude Test Scores
- Teacher and Counselor Observations
- Teacher Comments
- Medical and Health records

Please mail or email the records to:

MONTGOMERY SCHOOL
Admissions Office
1141 Kimberton Road
Chester Springs, PA 19425
Email: admissions@montgomeryschool.org

I hereby grant permission for the above records to be released.

Signature of Parent/Guardian

Date: _____