



REQUEST FOR RELEASE

OF CURRENT SCHOOL RECORDS

Transcripts are requested directly by the parent/guardian to the applicant's school by completing the top portion of this form and then submitting it to the applicant's school. Please complete, sign, and date the form and submit to the applicant's school.

TO THE PARENT/GUARDIAN

Parents/Guardians, complete the top portion of this form. Then, send it to your child's current school.

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STUDENT NAME

CURRENT GRADE

CURRENT SCHOOL

I authorize the release of school records as requested by Mount Tamalpais School for the purpose of admission. I understand this information will be considered confidential and is to be used expressly in the admissions process, including the submission of separate confidential student evaluation forms completed by the applicant's current teacher(s).

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SIGNATURE OF PARENT/GUARDIAN

DATE

TO THE SCHOOL OFFICIAL

The above student has applied to Mount Tamalpais School. We would greatly appreciate receiving the following records:

- A copy of the student's school record to date (including courses taken, grades received, and teacher/advisor comments)
- Results of standardized achievement and/or aptitude tests
- Any psychological or specialized testing results
- Record of attendance
- Any other information that may be helpful in evaluating this student

Please forward this completed form and the records request either by email or mail by **January 31, 2024** to Tricia Garcia, Admissions and Advancement Manager. Emailed records can be sent to tgarcia@mttam.org.

Thank you for taking the time to forward this information.