



**Georgetown
Visitation**
PREPARATORY SCHOOL

Transcript Release Request

(Please give this form to the applicant's current school)

_____, a student at your school is applying to Georgetown Visitation Preparatory School for admission in _____, 20____. I hereby request that a full transcript of her work, including all intelligence and other standardized test scores available, be sent to:

Office of Admissions
Georgetown Visitation Preparatory School
1524 Thirty-fifth Street NW
Washington, DC 20007-2785

or emailed to
Assistant Director of Admissions
carola.williamson@visi.org

Please also send an updated transcript to Georgetown Visitation at the completion of the current semester.

I greatly appreciate your assistance in this matter. Prompt attention will facilitate Georgetown Visitation's evaluation process, and I would be grateful if you could make the necessary effort on her behalf.

If you have any questions relating to this matter, please contact Mrs. Janet Donnelly Keller, Director of Admissions, at Georgetown Visitation at 202.337.3350.

Sincerely,

Parent/Guardian Signature

Date