



CHARLOTTE
COUNTRY DAY
SCHOOL

**NOTIFICATION OF SCHOOL WITHDRAWAL AND
AUTHORIZATION FOR THE RELEASE OF
FINAL STUDENT RECORDS (Grades 1-12)**

Dear Parents:

This form should be completed and submitted to your child’s current school to notify the current school that the student will not be returning next year. The form also authorizes your child’s school to provide us with final grades and/or transcripts.

Supreme Court decisions require schools to have written consent from a parent or legal guardian before they can release student records. In the case of eighteen-year old students, permission of the student must be obtained.

Please complete the requested information, sign the form, and

SEND TO THE SCHOOL YOUR CHILD HAS BEEN ATTENDING.

Dear Registrar:

The below named student has enrolled at Charlotte Country Day School. I do hereby authorize you to release official records and transcripts for the student named below to Charlotte Country Day School.

PLEASE EMAIL FINAL REPORT CARDS OR FINAL GRADES/TRANSCRIPTS to:

transcripts@charlottecountryday.org

If you have any questions, please contact us at admissions@charlottecountryday.org or (704)943-4530.

Student’s Last, First, and Middle Name

Age _____ Date of Birth _____ Gender _____

Date of Enrollment at CCDS AUGUST 2024 Level _____

Parent Signature _____