



**Georgetown
Visitation**
PREPARATORY SCHOOL

Transcript Release Request for Transfer Applicants

(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 the fall of 20____. I hereby request that a full transcript of her work, including grades, attendance records, disciplinary actions, and standardized test scores available (such as PSAT), be sent to Georgetown Visitation Preparatory School; this can be done by uploading the transcript and other records at:

www.visi.org/transfer-upload

Please also send an updated transcript and any other important updates 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