



METAIRIE PARK COUNTRY DAY

RECORDS RELEASE FORM

Once this is signed, a teacher recommendation form will be sent to the principal, director, or teacher of your child's most recent school. Your current school will mail this confidential reference form and supporting materials (grades, standardized testing, if applicable) directly to Country Day. A parent may not "hand carry" the school records and confidential reference forms. The completed confidential reference form will be used only for the admission process and will not become part of the student's permanent school record. The Admission Committee cannot act until all necessary information has been received.

I/We hereby authorize Metairie Park Country Day School to contact schools and other sources to obtain information to support this applicant's application.* I/We will not seek access to confidential recommendation and evaluation materials before or after an admission decision is made. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to the independent school(s) indicated below for that purpose. In order to complete the application process, I/We authorize the release of my child's academic records and psychological testing. I/We authorize release of the full record when enrollment at Metairie Park Country Day School occurs.

Student's Name _____ Apply for Grade: _____

School Name _____

School Address _____

School Phone # _____ School Fax # _____

Name and Email of contact person at the school _____

Parent/Guardian's Signature _____

School: Based on the parent's consent above, please send us the following:

- Current and past report cards
- All standardized test scores
- Official transcripts
- Recommendations from current teacher(s) - form supplied by Country Day
- Any other information pertinent to the above student

The records should be mailed, faxed or emailed to:

Admission Office
Metairie Park Country Day School
300 Park Road
Metairie, LA 70005-4199
Fax (504) 849-3170
admissions@mpcds.com

*The Directors of Admission of the Independent Schools of New Orleans (ISAS-NO) work together to make the admission process as simple as possible for parents and children and to help families find the best educational placement for each child. When families apply to more than one ISAS-NO school, those schools will share applicant lists, school records, teacher recommendations and testing results. **Your digital signature above indicates your acceptance of these policies.**