



# Montgomery School

## Request for Release of Information

### Dear Parents/Guardians:

For students entering 1<sup>st</sup> – 8<sup>th</sup> grade we need to obtain your child’s official transcript and records. Schools require written authorization before releasing this information so please complete the form below and **submit this form to the school your child attended this year (2024-2025)**. Receipt of these documents is necessary prior to the start of the school year.

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### Dear School Administrator:

\_\_\_\_\_, a student in your school will be attending Montgomery School in the 2025-2026 school year.

### Please send the following information to the address below as soon as possible:

- Final transcripts for 2024-2025 school year as well as all prior years (if applicable)
- Standardized Achievement Test Scores
- Intelligence and Aptitude Test Scores
- Teacher and Counselor Observations
- Teacher Comments
- Medical and Health records

### Please mail or email the records to:

MONTGOMERY SCHOOL  
Admissions Office  
1141 Kimberton Road  
Chester Springs, PA 19425  
Email: [admissions@montgomeryschool.org](mailto:admissions@montgomeryschool.org)

I hereby grant permission for the above records to be released.

\_\_\_\_\_  
Signature of Parent/Guardian

Date: \_\_\_\_\_