

PLEASE RETURN TO:
Ensworth Admission Office
Email (preferred): admission@ensworth.com
7401 Highway 100, Nashville, TN 37221

**Grades 1–12
Applicants**



TRANSCRIPT REQUEST FORM

As a parent, your consent is necessary for the release of a copy of your child's records. Please complete this form and submit it to your child's current school. The requested information should be submitted directly to Ensworth from your child's current school.

STUDENT NAME _____

PRESENT GRADE _____

CURRENT SCHOOL _____

DATE OF BIRTH _____

The student named above has applied for admission to Ensworth. As a parent/guardian, I hereby grant permission for the proper school authorities to release a copy of my child's school records to the Admission Office at Ensworth. Please include the following parts of my child's record:

- **Transcript / report cards (grades from the first semester of this year, and previous two years, if possible)**
- **Results of standardized testing**
- **Attendance Records**
- **Disciplinary Records (including records of behavior as well as records relating to withdrawal and/or dismissal)**
- **Teacher or counselor comments**
- **Transcript Request Form**

NOTE TO SCHOOLS: Please send all of the above information after first semester grades are finalized. The deadline for this information is January 30, 2026.

PARENT SIGNATURE _____ **DATE** _____

It is the policy of Ensworth to admit students and provide equal employment opportunities for all applicants without regard to race, color, religion, gender, sexual orientation, national origin, ethnic origin, age, disability, or any other reason prohibited by law. Ensworth does not discriminate in the administration of employment practices, educational policies, admissions policies, financial aid policies, athletics, and other school-administered programs.