



# Transcript Request Form

## TO THE PARENT / GUARDIAN

Please complete the following information before giving it to your child's school administrator. Provide the administrator a list of schools and email addresses to which to send your child's transcript or instructions for how to upload your child's transcript to each school's online application system.

Name of Applicant: \_\_\_\_\_

Birthdate of Applicant: \_\_\_\_\_ Applicant for \_\_\_\_\_ Grade in Fall 2026 Current Grade: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Current School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Current School: \_\_\_\_\_

For the student named above, I authorize the release of school records, including an official transcript of all grades and evaluations for the 2023-24, 2024-25, and 2025-26 academic years.

Parent/Guardian Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO THE SCHOOL ADMINISTRATOR

The Los Angeles Area Independent Schools consortium — <https://losangelesindependentschools.org/schools/> — shares a common mission, assisting families in their exploration of independent school education. They do so by following the best practices of the National Association of Independent Schools (NAIS); by establishing and adhering to ethical, consistent policies and procedures, and most notably, their common decision notification and response dates.

Please attach to this form the candidate's record, including an official transcript of all grades and evaluations at your school for the 2023-24, 2024-25, and 2025-26 academic years. Please be sure to include grades to date in current courses or forward first term grades to us as soon as they are available, ideally **no later than January 9, 2026**. To protect the integrity of these official school records, be sure to save them as a PDF with a different file name before submitting to schools.

Has this student ever been subject to any serious disciplinary action, suspension, or expulsion from school?  No  Yes

If yes, please explain:

School Official's Name and Title \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Signature \_\_\_\_\_ Today's date \_\_\_\_\_