MARK DAY SCHOOL

Transcript Release

Dear Parent(s)/Guardians of Applicants who are entering **1st through 8th Grade**:

As part of our admissions process, we need a transcript of your child's cumulative file at their current school. Please complete the form below and give it to **your child's current school office,** to be received by us **no later than February 9, 2026.**

Thank you

TO BE DELIVERED TO YOUR CHILD'S **CURRENT** SCHOOL

To the Principal or Registrar:

_____ , my child, has applied for admission to Mark Day School for the 2026–2027 school year. Please send the school a transcript of the student's grades, test scores, and other pertinent information.

This material should be received no later than **February 9, 2026.**

Address: Katie Kelso, Director of Admission
Mark Day School
39 Trellis Drive
San Rafael, CA 94903
kkelso@markdayschool.org

Parent/guardian signature: _____ Date: _____

Printed name: _____

To Applicant's Current School:
Please send this student's academic records starting in Kindergarten. This should include all grades, standardized testing, and first semester grades for the current year as soon as they are available. The records will be used only in the admission process, and all information will be treated confidentially. Please return this form with the requested academic records.

Thank you for your prompt reply. Should you have any questions, please contact Katie Kelso in the Admission Office at 415-472-8007.