Request for School Records

To parent/guardian: Please give this completed form to the Registrar at your child's current school **after November 1**. The school must forward your child's academic records directly to us.

I hereby authorize the release of the school records for the student named below. I acknowledge that I waive my right to read the confidential teacher recommendation(s) and the school report/records.

Name of student _____ Date of birth _____

Current school _____ Current grade_____

Signature of parent/guardian _____ Date _____

To Registrar: This student is applying to Children's Day School (CDS) for the 2026-2027 academic year. Please send this completed form and copies of the student's academic records for the past two years directly to CDS. **Please do not send original records.** The academic records should include copies of all materials contained in the student's cumulative file for the previous two years, including but not limited to grades, teacher reports, and any standardized testing. All information will be treated confidentially.

Please return this form with the requested records by January 20, 2026. Digital submission of records is preferred, via email to records@cds-sf.org; alternatively, records may be mailed or faxed to:

Children's Day School
Attn: Enrollment Management Office
333 Dolores Street
San Francisco, CA 94110
fax 415-861-5419

Prepared by (please print)_____ Date _____
Contact information: Email _____ Phone _____

Thank you for your prompt reply. Please contact Erin McHale, Asst. Director of Enrollment Management, at erinm@cds-sf.org or 415-861-5432 x337 with any questions.

Children's Day School admits students of any race, color, religion, sexual orientation or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, or national and ethnic origin in the administration of its educational policies, financial aid program, athletic and other school-administered programs.