

## Transcript/Records Release Form

To Parents/Guardians: In order for us to receive the Applicant's records, you must sign and submit this form to the Applicant's present school or program. Any subsequent school reports that the Applicant receives after this request has been submitted should also be sent to The Brandeis School.

Please fill in the Applicant's name and give to your school official. By giving school officials this form and signing your name, you give permission to the school to release the Applicant's records.

Applicant's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Principal/School Official: The student named above has applied for admission to The Brandeis School.

Please release the following records:

- All teacher evaluation reports
- Transcripts and Progress Reports
- Standardized test scores (if applicable)
- Psychological evaluations: IEPs, 504s (if available)
- Disciplinary Record
- Attendance records

We appreciate your assistance and thank you in advance for your cooperation.

Mail to:

The Brandeis School  
25 Frost Lane, Lawrence, NY 11559  
P.516.371.4747 | F.516.371.1572  
tdahari@thebrandeisschool.org