



### Transcript/Records Release Form

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

Please fill in your child'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 your child's records.

Child'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
- Transcript of grades 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.

Please forward all records to:

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