



TRANSCRIPT RELEASE FORM

Dear Parent:

Before we can complete the evaluation process of your child's application for admission to Mountain Laurel Montessori School, we need to obtain a transcript from your child's present school. Federal Law requires that parental permission be obtained before academic information can be released by one school to another. Please grant this permission by completing this form and giving it to your child's current school as soon as possible.

Meg DeMato and Monica Nixon
Co-Directors

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PARENTAL PERMISSION TO RELEASE RECORDS

Student's Name _____ Current Grade _____
 First Middle Last

Present School _____

Student's Date of Birth _____ Proposed Date of Withdrawal _____

I hereby give permission for the release of all school records for my child.

Signature of Parent/Guardian

Date

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TO THE SCHOOL

Please release and forward all school records for the above-named student for whom an application to Mountain Laurel Montessori School has been submitted. Please include the following information which pertains to this student:

- Past academic records
- Current year grades
- Standardized test scores

- State health form (including immunization information)
- Proof of identity
- Psychological, educational, and/or sociological evaluations

A final transcript may be needed upon the student's withdrawal.

Thank you for your assistance. Please send school records directly to the school by email or mail.

**Mountain Laurel Montessori School
PO Box 102
Front Royal, VA 22630**

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E-mail: bwayne@mlm-school.org