



Records Release Form For Applicants to Grades 2-5

To the Parent/Guardian: Please submit this form to your child's current school if s/he is applying for grades 2-5 at Presidio Hill School. Please read and sign the statement below and then give to your child's current school.

Applicant Name: _____ Applying for grade: _____

Current School: _____

I hereby give my permission for the release of school records such as the latest report cards, test scores and evaluation of the student named above. I acknowledge that I waive my right to read the confidential teacher recommendations and the school report.

Parent/Guardian Signature: _____ Date: _____

To Applicant's Current School: Please send this student's academic records **for the past two years (if applicable)**. This should include all reports from the previous two academic years (2016–2017 and 2017–2018) any standardized testing, and all available reports for the current year (2018–2019). 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 to Presidio Hill School by December 20, 2018.**

If grades or report cards will not be available by December 20, on what date will the child's Fall 2018–2019 grades or report card be available?

Prepared by (please print): _____ Date: _____

Phone number where you can be reached if PHS has any questions:

**Thank you for your prompt reply.
Should you have any questions,
please contact Kelly Dees, Director of Admission
at kelly@presidiohill.org or at contact below.**

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