



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 (2017-2018 and 2018-2019) any standardized testing, and all available reports for the current year (2019-2020). 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 19, 2019.**

If grades or report cards will not be available by December 19, on what date will the child's Fall 2019-2020 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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