



REQUEST FOR TRANSCRIPT

Please return
to us by
February 1st.

Parents: Please complete the top portion of the form below and present it to your child's **current** school for prompt forwarding of appropriate records to Village School.

Child's name _____

Applying for grade _____

Present school _____

I hereby grant permission to release copies of the above-named student's cumulative records.

Signature of parent or guardian

Date

To the School: The student named above is applying for admission to Village School. Please forward the applicant's records for the past three years (if applicable), including report cards, standardized tests, and this year's first semester grades. If your school does not have report cards for Kindergarten, please include copies of whatever evaluation or progress report the teacher completes.

We would appreciate receiving this information as soon as possible. Feel free to send these transcripts as an email attachment to tcoe@village-school.org or fax 310.459.3285. Thank you for your help.

Alex Lee
Director of Admissions

Village School
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