

Request for School Records

TO BE COMPLETED BY APPLICANT'S PARENT OR GUARDIAN:

The upper portion of this form is to be completed by the parent or guardian of the applicant. The entire form is then to be returned to Harbor School with the Enrollment Application.

Permission for: Report Cards/Academic Records Special Education Records Immunizations

Student Name: _____ **Present Grade:** _____

School now attending/last attended: _____

School Address: _____ **City:** _____ **State:** _____ **Zip:** _____

School Phone: _____

I hereby give permission for the school listed above to release information and student records to Harbor School.

Parent Signature _____ Date _____

TO BE COMPLETED BY HARBOR SCHOOL STAFF:

The lower portion of this form is to be completed by Harbor School Admissions Office. The entire form is then forwarded to the applicant's current/former school.

Office of the Registrar

The student named above, who is currently enrolled in your school or who recently attended your school, is a candidate for admission to Harbor School and/or Carpe Diem Primary for the school year _____. We would appreciate COPIES ONLY of grade reports, standardized test scores, special education records (*if applicable*), teacher comments and other pertinent information you feel might be helpful to us in evaluating his/her academic ability and social development.

Date requested by Harbor School ▶ _____ **Date returned** to Harbor School ▶ _____

Admissions Officer _____ Date _____ Admissions Officer _____ Date _____

*Thank you for your assistance.
Please return original form, or a copy of it, along with the materials we have requested.*