



## Transcript Release Request

### To the Parent:

In order for Takoma Academy to complete your student's application, we must have copies of his/her official records, including immunization records. Please take this completed form to the Registrar of your child's **current** school. Be sure to sign below indicating that you are giving written permission for that school to send these records to Takoma Academy.

### To the School:

The student listed below is applying for admission to Takoma Academy. Please send a copy of his/her official transcript, immunization records, educational testing, and any other information relevant to their academic performance to our Admissions Office.

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*Full Name of Student (Printed)*

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*Date of Birth*

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*Current Grade*

I am requesting that \_\_\_\_\_ (Name of School) send a copy of my child's official transcript, immunization records, educational testing, and any other information relevant to their academic performance to Takoma Academy. I understand that I am able to request a copy of these records and challenge their contents, if desired.

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*Signature of Parent/Guardian*

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*Date*

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*Printed Name of Parent/Guardian*