



## Student Transcript Release Request

**To: Current Principal / Headmaster**

School Name \_\_\_\_\_

School Address \_\_\_\_\_

**Regarding:**

Student Name: \_\_\_\_\_ Present Grade \_\_\_\_\_

Student Address \_\_\_\_\_

Our child has applied to Canterbury School for admission to the \_\_\_\_\_ grade for the term beginning \_\_\_\_\_, 20\_\_.

Please release a **copy** of the records for the above named child (including copies of complete transcript of grades, all standardized test scores, and any other pertinent information) concerning this student, as indicated below, to:

**Canterbury School  
5400 Old Lake Jeanette Road  
Greensboro, NC 27455-1322  
Tel 336.288-2007 Fax 336.288.1933**

We also give permission for our child's teachers or school administrators to discuss our child directly with members of the Canterbury School staff.

*I, \_\_\_\_\_ (parent or guardian), do hereby declare that I am legally responsible for the release of information concerning said student, and I do hereby request and authorize \_\_\_\_\_ School to give in writing to Canterbury School copies of all records pertaining to said student, upon receipt of this Release Request.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date