



SCHOOL RECORDS REQUEST FORM

Section I. To the applicant's parent/guardian:

Please complete the top section of this form and deliver it to the applicant's current school in January. Sandy Spring Friends School requires an **official** transcript from the applicant's current school in order to complete the application process.

I, _____, hereby give permission to the registrar of
(Name of Parent/Guardian)

_____ *(Name of Applicant's Current School)* _____ *(School's Full Address)*

to send _____'s progress/grade reports (including attendance records), test scores,
(Full Name of Applicant)

health records, educational evaluations and IEPs (if applicable) to Sandy Spring Friends School, where he/she is applying to grade _____.

Signature of Parent/Guardian Date

Please deliver this form to the applicant's current school in January.

Section II. To the applicant's current school:

The student named above has applied to Sandy Spring Friends School. In order for us to make an admissions decision, we request **copies** of the following information:

1. All of the student's progress or grade reports from your school (including attendance records) plus any from other schools he or she has attended previously. **Please be sure to include progress reports for this current academic year.**
2. All testing results.
3. Any health records.
4. Any educational assessments and IEPs, if applicable.

Have all financial obligations to your independent school been fulfilled? (Please \checkmark , if applicable) Yes No

Request completed by: _____
Print Name Position

Signature Date

Please send the school records along with this form to: Sandy Spring Friends School
Attn: Admissions Office
16923 Norwood Road
Sandy Spring, MD 20860
Phone: (301) 774-7455

Thank you for your cooperation and prompt attention to this request.