



SANDY SPRING  
FRIENDS SCHOOL

# Records Request Form

## SECTION 1: PARENT/GUARDIAN

*Please complete section 1 of this form and send it to your applicant's current school.*

I request and consent to the release of school records that are pertinent to my applicant's admission application to Sandy Spring Friends School.

\_\_\_\_\_  
*Applicant Name*

\_\_\_\_\_  
*Grade Applying For*

\_\_\_\_\_  
*Current School Name*

\_\_\_\_\_  
*Parent/Guardian Name*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

## SECTION 2: REGISTRAR/SCHOOL ADMINISTRATOR

*Please complete section 2 of this form and send school records to [records@ssfs.org](mailto:records@ssfs.org)*

The applicant named above has applied to Sandy Spring Friends School. To assist us in making our admissions decision, we request a copy of the following information to be sent to [records@ssfs.org](mailto:records@ssfs.org):

- All progress and/or grade reports for the current academic year;
- All of the student's previous progress and/or grade reports from your school, as well as any grade/progress reports you have from the student's previously-attended school(s);
- Testing results;
- Health records;
- Attendance records;
- Educational assessments and IEPs or 504 plan, if applicable;
- Disciplinary records, if any.

Request completed by:

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please scan or take a photo of this signed form and email with school record attachments to [records@ssfs.org](mailto:records@ssfs.org).

Questions? Please contact 301.774.7455 x101 or [records@ssfs.org](mailto:records@ssfs.org).