

# REQUEST FOR SCHOOL RECORDS

**To the parents/guardians:**

Please complete the top half of this form and submit this request to the registrar of your child’s current school.

Student’s Name (Last, First, Middle) \_\_\_\_\_

Present Grade \_\_\_\_\_ Applicant for Grade \_\_\_\_\_

Current School Name \_\_\_\_\_ Date \_\_\_\_\_

**Parental signature authorizing release of school records (required)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To the school registrar:**

Please send records and information for the student named above to:

Alexandria Country Day School  
Admissions Office  
2400 Russell Road  
Alexandria, VA 22301

1. Please include a transcript of all courses and grades for past years and the present year.
2. For children applying to kindergarten and first grade, please send any records and testing information that is available. We understand that in most cases there is little or no written record for a child this age.
3. We request scores for all SSAT, ISEE, aptitude, IQ, reading, and achievement tests taken during the last two to three years. Please indicate the grade and date when tests were taken and provide national and program percentiles when possible.
4. If available, please attach a school profile.

School Administrator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Thank you for your cooperation. Please call us at 703-548-4804 if you have any questions.