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REQUEST FOR COPIES OF STUDENT RECORDS  
GRADES 2-8

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PARENT / GUARDIAN:

Please submit this completed form to your child's current school. Ring Mountain Day School prefers to receive transcripts by the date of your child's campus visit.

I authorize \_\_\_\_\_  
(school name)

to release copies of progress reports, grades, and standardized test scores for:

\_\_\_\_\_  
(student's full name)

I understand that these copies will become part of the permanent file if the abovenamed student is admitted to Ring Mountain Day School.

\_\_\_\_\_  
(signature of parent or legal guardian)

\_\_\_\_\_  
(date)

CURRENT SCHOOL:

Please forward copies of the records listed above for the past two years (if applicable), including first semester grades/reports for the current academic year by **January 31, 2008**. If you have any questions, please do not hesitate to contact our Admissions Office at (415) 381-8183 x35 or by email at [admissions@ringmountain.org](mailto:admissions@ringmountain.org).

Please mail to: Ring Mountain Day School  
70 Lomita Drive  
Mill Valley CA 94941  
Attn: Admissions

*Thank you for your assistance.*