



REQUEST FOR COPIES OF STUDENT RECORDS
GRADES 2-8

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 above named 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 30, 2009**. 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.

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

Thank you for your assistance.