

**PERMISSION TO RELEASE  
ACADEMIC RECORDS**



NAME OF APPLICANT

DATE

**TO THE APPLICANT'S PARENT/GUARDIAN:**

To complete your daughter's application, a complete and up-to-date *official* transcript must be in her file. By signing this form, the applicant's parent or guardian authorizes the release of all pertinent academic records for this student. Thank you for your prompt attention to this request.

I authorize \_\_\_\_\_ to release to St. Margaret's School copies of the school  
NAME OF SCHOOL  
records of \_\_\_\_\_  
NAME OF STUDENT

SIGNATURE OF PARENT/GUARDIAN

DATE

**TO AN OFFICIAL OF THE APPLICANT'S CURRENT SCHOOL:**

The above-named student is applying for admission to St. Margaret's School. Please help us become better acquainted with her by completing this form. All comments are considered to be confidential, and no mention of them will be made to the applicant or her family.

St. Margaret's School is a small, independent college-preparatory school for girls in grades 8 through 12. We wish to be sure that St. Margaret's is the most appropriate school for each student. Your prompt and candid appraisal will be of great help to the Admission Committee.

*The information you provide should include:*

**PROGRESS RECORDS**

Statement of courses taken to date  
Grades  
Attendance records

**OTHER INFORMATION**

Standardized testing  
Tests relating to measurement of abilities  
Health and immunization records  
Statements relating to student's behavior  
Statement of extracurricular activities  
Explanation of grading scale and a school profile

Is this student currently enrolled in your school?  Yes  No

How rigorous has this student's academic program been relative to the opportunities available within your school?

Less demanding than average  Average college-bound program  More demanding than average

If your school is a tuition-charging school, please indicate if financial obligation to the current school has been met by this family.

Yes  No

Is she eligible to return?  Yes  No If no, please attach an explanation.

NAME OF SCHOOL OFFICIAL

SCHOOL

POSITION

ADDRESS

CITY

STATE

ZIP

SCHOOL PHONE

*St. Margaret's School actively seeks and admits qualified students of any race, color, religious affiliation, or national or ethnic origin. The school does not discriminate on the basis of the above in the administration of educational policies, admission policies, scholarships, athletic, or any other school-administered programs.*