

Primary School

# Records Request

## Dear School Official,

We recently received an application to Laurel School for the student named above and we need your help to complete the admission folder. It is requested that an official copy of the following be released to Laurel School as soon as possible:

- a transcript of current and past grades and credit
- results of all standardized testing

We appreciate your time and thoughtfulness in providing this information so that we can make a well-informed decision on behalf of this student. If you have questions about any aspect of our application process, please call the Admissions Office at 216.464.0946.

## Request for records from candidate's current school

**Please complete this form and send it to your daughter's current school.**

Candidate's name	Birth date
School currently attending	Current grade

## Permission for schools to release records and test scores to Laurel School

I acknowledge notification of this transfer of records as required by the Family Education Rights and Privacy Act of 1974 and understand that I have a right to review and challenge the content of the records. I understand that the information transferred will be treated in a confidential manner and will not be transmitted to a third party without my consent.

Name of parent or guardian	Phone	
Address		
City	State	ZIP
Signature of parent or guardian	Date	

Your child's current school should complete all appropriate forms and send to:

**Laurel School Admissions Office**  
One Lyman Circle  
Shaker Heights, Ohio 44122

Admissions@LaurelSchool.org  
Phone 216.464.0946  
Fax 216.464.1446

**LAUREL**  
Dream. Dare. Do.