



PERMISSION FOR STUDENT RECORDS RELEASE

Dear Parent(s)/Guardian(s),

Please complete the top portion of this form, sign, and give to your child's current school Principal, guidance counselor, or registrar.

(Current) School Name: _____ **Date:** _____

School Address: _____
Street Address City State Zip Code

Student Name: _____

Date of Birth: _____ **Current Grade:** _____ **Applying to Grade:** _____

I, _____ hereby authorize the release of my child's academic records (copy of full transcript), achievements, teacher recommendations, copy of the health forms, other standardized test scores (please include test dates) and evaluations (through date of sending) as requested by Palm Tree School. I hereby authorize Palm Tree School to contact our child's school and other sources to obtain information to support this application. I will not seek access to confidential evaluation materials before or after the admission decision is made.

I release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents and other information provided to Palm Tree School for that purpose. If acceptance is offered by Palm Tree School, I authorize the release of my child's full record file when he/she transfers.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

PARENTS MAY NOT HAND DELIVER MATERIALS TO PALM TREE SCHOOL

To School Principle, Guidance Counselor, or Registrar:

The student named above is an applicant at Palm Tree School. In order to help us complete the student application's file, please send the followings:

- Official copy of his/her full transcript (Please include ALL transcript information from enrollment start to end date).
- Attendance and any Discipline Records.
- Teacher recommendations.
- Copy of the health form.
- Any standardized test scores or achievements.

Please remit to:

**Palm Tree School
Attn: Admission Office
8900 Lee Hwy
Fairfax, VA 22031**

Your assistance is greatly appreciated in this matter. Should you have any questions, please feel free to contact us at 703-665-9915.

Sincerely,
Admission Office
Palm Tree School