PERMISSION TO RELEASE STUDENT RECORDS

Dear Parent/Guardian:

As part of the admission process, we must receive your child’s prior academic records and all documents, testing, and records relevant to the admission process. This information is in addition to teacher recommendations. A full school report is a necessary part of the application process.

Please complete the form below and give it to your child’s current school office. An admissions decision can not be rendered until all documents have been received by The Spring Hill School.

Name of Student: __________________________________________
Current Grade: _______

For the above named student, I hereby request and authorize the release of academic records, test scores, recommendations, and any records of disciplinary incidents or actions to The Spring Hill School for the purpose of evaluating my child’s application for admission. This information may be released from this date forward until the completion of the admissions process. I acknowledge that I waive my rights to read Confidential Recommendations Forms and teacher assessment/feedback collected by the school. I understand that the evaluations will be used as a part of the admission process, and will not become part of the student’s permanent record.

_________________________________________                                                    ______________________
Signature of Parent or Guardian                                                                                                         Date

INSTRUCTIONS TO THE REGISTRAR: Please send an official transcript for the above named applicant, including standardized testing and learning profiles for the past two years (if applicable). It will be used only in the admissions process, and all information will be treated confidentially.

The Spring Hill School
Office of Enrollment
825 Middlefield Drive
Petaluma, CA 94903
T. (707) 763-9222
F. (707) 763-7331

The Spring Hill School admits students of any race, color, religion, national or ethnic origin, disability, or sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, disability, or sexual orientation in administration of its educational policies, admissions policies, financial aid programs, and athletic or other school administered programs.