



TRANSCRIPT RELEASE FORM

Dear Parents:

Before evaluation of your child's application for admission to Ware Academy can be undertaken, it is necessary that we have a transcript and recommendations from his/her present school. Federal Law insists that parental permission be obtained before academic credentials can be released by one school to another.

Consequently, it is requested that this permission be given by completing this form and giving it to your child's such school or schools without delay so that the necessary records can be made available to our admissions office. Ware Academy will only accept sealed transcripts directly from the student's school.

*Thomas L. Thomas III
Headmaster*

PARENTAL PERMISSION TO RELEASE RECORDS

Student's Name _____ Social Security # _____

Current School _____

Address _____

Student's Date of Birth _____ Dates Attended _____

I hereby give permission for the release of all school records for my child.

Signature of Parent/Guardian _____

Date _____

TO THE SCHOOL

Please release and forward official copies of all school records for the above-named student who has made application to Ware Academy. Include the following information, which is pertinent to this student:

- | | |
|---|--|
| <input type="checkbox"/> Past academic records | <input type="checkbox"/> State health form (including immunization information) |
| <input type="checkbox"/> Current year grades | <input type="checkbox"/> Proof of birth |
| <input type="checkbox"/> Standardized test scores | <input type="checkbox"/> Psychological educational and/or sociological evaluations |
| <input type="checkbox"/> Recommendation form(s) | <input type="checkbox"/> Current school profile/grading system |

Upon enrollment, you will be advised that a final transcript will be needed at year-end or upon the student's withdrawal.

Thank you in advance for your assistance. **Please send school records directly to the Director of Admissions, Ware Academy, 7936 John Clayton Mem. Hwy., Gloucester, VA 23061.**