



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 requires that parental permission be obtained before academic credentials can be released from one school to another. Consequently, it is requested that permission be given by completing this form and giving it to your child's school without delay so that the necessary records can be made available to our admission office. **Ware Academy will only accept sealed transcripts mailed directly from the student's school.**

Thomas L. Thomas, III
Head of School

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	<input type="checkbox"/> Current School profile/grading system

If transcripts provided do not include final grades, a completed year-end transcript will be needed upon enrollment to Ware Academy. Thank you in advance for your assistance.

Please send school records directly to:

Admission Office
Ware Academy
7936 John Clayton Mem. Hwy.
Gloucester, VA 23061