



## 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 \_\_\_\_\_

School Address \_\_\_\_\_

Dates Attended \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

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, if pertinent to this student:

- Past academic records
- Current year grades
- Standardized test scores
- Teacher Recommendation form
- State health form (including immunization record)
- Proof of birth
- Psychological educational and/or sociological evaluations
- 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