



*Cherishing Childhood, Developing Character,  
Cultivating Leaders*

## TRANSCRIPT RELEASE PERMISSION FOR SCHOOL TO RELEASE STUDENT RECORDS

Student: \_\_\_\_\_

The Admission Office of St. Andrew's Episcopal School requests the following information:

- Current and past report cards
- All standardized test scores
- Official transcript
- Recommendations from current teacher(s)
- Any other information pertinent to the above stated student

A teacher recommendation form will be sent to the Principal, Director, or teacher of your child's most recent school. Your current school will mail this confidential reference form and supporting materials (grades, standardized testing, if applicable) directly to the school(s) indicated on the bottom of this form. A parent may not "hand carry" the completed form to the school(s). It will be used only for the admission process and will not become part of the student's permanent school record. The Admission Committee cannot act until all necessary information has been received.

I/We hereby authorize the independent school(s) indicated below to contact schools and other sources to obtain information to support this applicant's application\*. I/we will not seek access to confidential recommendation and evaluation materials before or after an admission decision is made. I/we 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 the independent school(s) indicated below for that purpose. In order to complete the application process, I/we authorize the release of my child's academic records and psychological testing results as requested by the independent school(s) indicated below. After acceptance has been offered, I/we authorize release of the full record when transfer to the independent school(s) indicated below occurs.

\*The Directors of Admission at all of the New Orleans Independent Schools work together to make the admission process as simple as possible for parents and children and to help families find the best educational placement for each child. **When families apply to more than one New Orleans ISAS school, those schools will share applicant lists, school records, teacher recommendations, and testing results.** Your signature below indicates your acceptance of these policies.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

Independent School (**Please circle** those schools for which application has been made.)

- |                  |              |                |                   |
|------------------|--------------|----------------|-------------------|
| Christ Episcopal | Country Day  | Ecole Bilingue | Jewish Day School |
| McGehee          | Newman       | Sacred Heart   | St. Andrew's      |
| St. George's     | St. Martin's | St. Paul's     | Stuart Hall       |
| Trinity          |              |                |                   |

Parents, please return this signed form with the completed application to St. Andrew's Episcopal School.