

## Transcript Release Request

**Parent/Guardian:** Please complete and sign this form. Deliver it to the Registrar's Office at your child's current school. If your child is being homeschooled, please provide a copy of the curriculum you have been following and any standardized test results or evaluations you have.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Present school

Registrar: I hereby request that you send copies of all records including:

- Grades/academic evaluations
- Narrative comments
- Immunization records
- Standardized testing results
- Psycho-educational testing results
- Discipline records
- Attendance records
- Special educational evaluations
- Any IEPs or gifted education materials

to Tandem Friends School, to which the student has applied for admission. This request does not in any way imply a withdrawal from the school. The materials should be mailed to:

Louise Cole, Director of Admissions  
Tandem Friends School  
279 Tandem Lane  
Charlottesville, VA 22902

434.951.9314

Fax 434.296.1886

Signed \_\_\_\_\_

Parent/Guardian

\_\_\_\_\_ Date