



Records Release Form 2018 - 2019

Directions: Please fill in the applicable information, sign below, and then give this form to the Registrar of the school **you** are currently attending.

Date:	
Name of Current School:	
Current School Address:	
Current School Telephone Number:	
Name of Student:	
Grade in 2017 - 2018:	
Date of Birth:	

Dear Registrar,

This above-named student has enrolled at The Madeira School in McLean, Virginia. She attended your school during the 2017 - 2018 academic year. Please send us the following information:

- Final official transcript (send at the end of your current academic year)
- Test Scores

Your prompt attention to this request is appreciated.

Sincerely,

Marianna Arena, Registrar
The Madeira School

Parental permission for release of records	
I hereby give permission for the release of all school records for my daughter.	
_____	_____
Parent Signature	Date

<p>Please send transcripts and test scores to:</p> <p>Marianna Arena Registrar The Madeira School 8328 Georgetown Pike McLean, VA 22102 Telephone: 703.556.8319</p>
