

## Request for School Records

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**To parent/guardian:** Please give this completed form to the Registrar at your child's current school. The school must forward your child's academic records directly to us by February 1, 2018.

I hereby authorize the release of the school records for the student named below. I acknowledge that I waive my right to read the confidential teacher evaluations(s) and the school report/records .

Name of student: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Current school: \_\_\_\_\_ Current grade: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**To Registrar:** This student is applying to La Scuola International School for the 2018-2019 academic year. Please send this completed form and **copies** of the student's academic records for the past two years directly to La Scuola. The academic records should include copies of all materials contained in the student's cumulative file for the previous two years, including but not limited to grades, teacher reports, and any standardized testing. All information will be treated confidentially.

Please return this form with the requested records by February 1, 2018. Digital submissions are preferred, via email to [admissions@lascuolasf.org](mailto:admissions@lascuolasf.org). Alternatively, records may be mailed to:

La Scuola International School

Attn: Admission Office

735 Fell Street

San Francisco, CA 94117

Prepared by (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Contact information: Email \_\_\_\_\_ Phone: \_\_\_\_\_

Thank you for your prompt reply. Please contact Dunja Solari, Director of Admission, at [dunja.solari@lascuolasf.org](mailto:dunja.solari@lascuolasf.org) or 415-551-0000 x 401 with any questions.

La Scuola International School admits students of any race, color, religion, and national or ethnic origin and accords to them all the rights, privileges, programs and activities generally made available to students at La Scuola. La Scuola does not discriminate on the basis of race, color, religion, national or ethnic origin, gender identification, sexual identification or family composition in the administration of its policies, procedures or admission process.