



Request for Release of Current School Records

To the Parents/Guardians:

Please complete the information below, sign the release statement, and give this form to the Registrar at your child's current school.

Applicant name: _____ Current Grade: _____

Current School: _____

I hereby authorize the release my child's school records as requested by San Francisco Friends School for the purpose of admission. I understand this information will be considered confidential. This release also grants permission for the Friends School to contact the school for purposes of talking with teachers, administrators or support services personnel.

Signature of Parent/Guardian

Date

To the School Official:

The above student has applied to San Francisco Friends School. In order to complete the child's application file, we would be grateful if you would release the following records:

- School report for current year (mid-year report) and two prior years (including courses taken, grades received, teacher and advisor comments)
- Results of standardized achievement and/or aptitude tests
- Attendance record
- Information concerning any individual education plans created for this student

Please forward the records indicated above and this completed form by February 3, 2020 to:

San Francisco Friends School
Admissions Dept. Attn: Colleen Curran
250 Valencia St.
San Francisco, CA 94103

Or by email to: admissions@sffriendsschool.org or fax to (415) 565-0401.