



## RECORDS RELEASE FORM

### Parent Section

Please fill in the information in the Parent Section of this form and submit it to the Principal or Director of your child's current school.

Student's Name \_\_\_\_\_ Applying for Grade or Class \_\_\_\_\_

Current School Name and Address \_\_\_\_\_

School Telephone \_\_\_\_\_ Current Grade or Class \_\_\_\_\_

I authorize the release of school records and teacher recommendations to Saint James' Episcopal School. I understand that the recommendations are confidential and will not be made available for parent or student review.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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### School Section

The child noted above has applied for admission to Saint James' Episcopal School. Please send the following records and information:

1. A transcript of all grades and courses for the past two years (if applicable), and for the current year. Please include the most recent report card. If the applicant is in preschool, please provide a report of the applicant's developmental progress and performance.
2. Scores of any standardized ability, I.Q. and achievement tests. Please include the date administered, and provide percentiles when possible.
3. Comments by the Principal or Director about the applicant's academic potential, personal characteristics, and developmental progress. Please use a separate sheet of paper and include the child's name and school name.

Please send these materials to:

Saint James' Episcopal School  
73 Culpeper Street  
Warrenton, Virginia 20186  
540-347-3855

### Principal or Director

Please evaluate the applicant by circling the appropriate rating. You may use the back of this form or attach a separate sheet of paper for additional comments. Thank you for your assistance and please call us if you have any questions.

As a student: Outstanding    Excellent    Good    Fair    Poor

As a person: Outstanding    Excellent    Good    Fair    Poor

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_