



Release Form for Transcript of Grades

Completed by Parent/Guardian & School

Instructions to Parent or Guardian:

1. Please fill in your daughter's name and the name of her current school in the spaces below, and sign and date.
2. Deliver this form to the Main Office or Guidance Department of your daughter's school with one of the enclosed return envelopes.

I hereby authorize _____ (current school) to release a copy of the academic record of _____ (daughter's name) to Grace Academy.

Parent or Guardian's Signature: _____ Date: _____

Instructions to School:

The student named above is applying for admission to Grace Academy, a private tuition-free school for girls in Grades 5-8.

We request that a copy of her school transcript be forwarded directly to the Admissions Committee at Grace Academy. Your prompt response to this request is greatly appreciated.

Please call us if you have any questions regarding the school or this request for a transcript.

Thank you very much for your assistance.

Admissions Committee