



# EASTMINSTER SCHOOL

## TRANSCRIPT RELEASE & CONFIDENTIALITY FORM

Student's Name: \_\_\_\_\_

Last                      First                      Middle                      Preferred Name

**The parents or guardians of the student should sign this waiver and submit the Transcript Release and Confidentiality Form directly to the student's school.**

To: \_\_\_\_\_  
Name of the Applicant's Current School

I authorize the release of school records, including an official transcript of all grades as well as the results of academic and standardized testing and a report on any significant disciplinary issues or learning challenges for the above named student, an applicant for admission to Eastminster School. In authorizing this release, I acknowledge that I waive my right to read the confidential teacher recommendations and the school report.

\_\_\_\_\_  
Signature of Student's Parent or Guardian

\_\_\_\_\_  
Date

### To: Student's Current School

Eastminster School requires all applicants for admissions to submit an official transcript. Please send to the Admissions Office this student's official transcript showing the students permanent records. ***This should include all grades earned and the scores for his or her most recent standardized testing together with a report on any significant disciplinary issues or learning challenges.*** Official transcripts should be sent to:

Admissions Office  
Eastminster School  
2450 Lennox Road  
Conyers, GA 30094  
Phone: 770-785-6780  
Fax: 770-922-8197

Parents or guardians must authorize the release of student's records. Customarily, in order for these records to be released, parents or guardians waive their right to inspect them.

For questions, please contact the Admissions Office at 770-785-6780.

Thank you for your assistance.

Sarah Christopher  
Director of Advancement