



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: the 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

Eastminster School requires teacher recommendations as a part of the Middle School admissions process. It is the responsibility of the applicant to request this from his or her teacher.

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