

Official Transcript/Records Release

Pre-K-Fifth Grade



To the Applicant Family:

Please complete the section below. Please forward this form to an official (Head of School, Principal, Director, or Registrar) at your child's school. Your child's school should return an official copy of his or her transcript to The Guthrie School no later than **February 5, 2016.**

Applicant's full name _____ Applying to grade _____
FIRST MIDDLE LAST
Date of Birth _____ Current grade _____
MONTH DAY YEAR

_____ I hereby authorize the release of information requested below to the Office of Admission at The Guthrie School

Authorization signature of Parent or Guardian _____ **Date** _____

To the Principal, Director, or Registrar:

The student whose name is listed above is applying for admission to The Guthrie School for the 2016-2017 academic year. **Please send the following information to The Guthrie School prior to February 5, 2016.** We prefer receiving all supporting documents electronically. You may scan and email documents to admissions@guthrieschool.com. You may also mail directly to The Guthrie School, Office of Admission. If you submit your documents electronically and receive email confirmation, you do not need to submit duplicate files via mail.

Please include:

- Current year-to-date grades (fall semester grades should be included)
- Grade reports from the two previous grade levels (if applicable)
- Current and previous teacher comments or evaluation forms
- All standardized test scores
- School absences/tardies
- School profile and explanation of grading system
- If the student has ever been dismissed, suspended, placed on probation from school, or incurred serious disciplinary action, please explain on a separate sheet of paper.

Signature of school official _____ **Title** _____

Please send this form along with requested material to admissions@guthrieschool.com. You may also mail directly to:

The Guthrie School
Office of Admission
598 Old Custer Road
Allen, Texas 75013