

# Request for Educational Records

The  
San Francisco School

Founded 1966

www.sfschool.org

300 Gaven Street  
San Francisco, CA 94134  
tel 415 239.5065  
fax 415 239.4833



## PARENT INSTRUCTIONS

Please fill out the form below, sign, date it and bring it to your child's **current school** so that records can be forwarded to The San Francisco School. The application is not considered complete until we receive your child's transcripts and teacher evaluation/recommendation form. Therefore, we suggest that you submit both forms to your child's current school and teacher as soon as possible.

## STUDENT INFORMATION

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Current Grade \_\_\_\_\_ Current School \_\_\_\_\_

## INSTRUCTIONS FOR CURRENT SCHOOL

The above named student has made an application to The San Francisco School. We ask that you send the following items to the address below:

1. Transcripts
2. Teacher reports
3. Any standardized test results

Please include information from 2 years prior, including current mid year progress reports.

**The San Francisco School**  
**Attn: Admissions**  
300 Gaven Street  
San Francisco, CA 94134

Please send the educational records of my child to The San Francisco School.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date