

## REQUEST FOR EDUCATIONAL RECORDS

### Parent Instructions

Please fill out the form below, sign, date it and bring 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. Documents may be faxed or emailed as well.

### Student Information

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

Address \_\_\_\_\_

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

### Instructions for the 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  
415.239.4833 (fax)  
admissions@sfschool.org

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

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

\_\_\_\_\_  
Date