



REQUEST FOR RELEASE OF TRANSCRIPTS

Parent Instructions: Please complete this form and send it to your child's current school. It is imperative that the school records be sent to us directly from the school. Copies of school records delivered by someone other than the school are not acceptable. Please allow your current school enough time to send the forms so that Hyla receives them by February 24, 2012.

To the registrar of _____
(Name of current school)

My child, _____, who is currently enrolled in the _____ grade, has applied to Hyla Middle School, an independent school, for the 2012-2013 school year. To aid in the admissions process, please prepare an official copy of my child's school records. These records should include, but not be limited to:

- Grades and written academic evaluations
- Standardized test scores
- Medical and/or psychological reports
- Records of disciplinary action
- Educational testing and/or evaluations

Please mail this material to: Hyla Middle School
7861 Bucklin Hill Rd.
Bainbridge Island, WA 98110

Your prompt attention to this matter will be greatly appreciated. Thank you for your cooperation.

Signature: _____ Date _____
(Parent or Guardian)