

Transcript Authorization and Confidentiality Agreement



Please return this form to:
Admissions Director & Registrar
Centennial Montessori School, 27 Tenth Avenue, San Mateo, CA 94401, admissions@centennialmontessori.org

PARENT OR GUARDIAN

Please read and sign before submitting to present school's registrar.

Please email a completed and saved copy of this form to your child's current school's office. Official transcripts must come directly from your school.

Attention: If you wish, this form and the recommendations can be printed, signed, and given to the appropriate parties with a stamped envelope for each of the schools listed above to which you are applying.

Applicant Name _____ Current Grade _____

To (Name of Current School): _____

To the Parent/Guardian: Please read, print your name, and then check the box.

For the student named above, I authorize the release of school records, including an official transcript of all grades as well as the results of academic testing by checking the box by my name. I acknowledge that I waive my right to read the confidential teacher recommendations and the school report. By submitting this form electronically and checking the box below and printing my name this serves as my signature and becomes a binding contract.

Parent or Guardian signature _____ Date _____

To School Registrar: Please send this student's official transcript for the past two years. This should include all grades earned for courses to date, attendance, the scores for aptitude and achievement tests, any evaluations and first semester grades for the current year (if still enrolled) as soon as they become available. Please note that a copy of this form should be included with transcripts.

Note to Registrar for Student Applicants: In order to avoid duplicating your efforts, we ask that records not be sent until first trimester or second semester grades are completed if the child is an applicant and is currently enrolled in your school. If your school term ends after the application deadline, please send grades as soon as possible after second quarter has ended or after the second trimester has ended.

Thank you for your assistance. Should you have any questions, please contact the Centennial Montessori School at admissions@centennialmontessori.org or 650-340-1230.