

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