



SAINT ANN'S SCHOOL

RECORDS RELEASE FORM

Dear Parent or Guardian:

An official report (including first semester grades and/or evaluations) from your child's current school is an essential part of your application to Saint Ann's. Please complete and sign this form and **give it to your child's CURRENT SCHOOL**.

Name of Applicant _____ Applying for Grade _____

Current School _____ School Phone _____

School Address _____

I give permission to release a copy of the student records requested below.

Signature of Parent or Guardian

To the school:

Please e-mail us an official transcript for the aforementioned student. A copy of the student's **first quarter or first semester** grades/evaluations, received by the end of January, would be most helpful to us. Records can be sent to admissions.materials@saintannsny.org. Please include the **student's first and last name in the e-mail subject line**.

Diana Lomask
Director of Admission