



# Request for School Records

**To parent/guardian:** Please give this completed form to the Registrar at your child's current school **after December 1**. The school must forward your child's academic records directly to us.

I hereby authorize the release of the school records for the student named below. I acknowledge that I waive my right to read the confidential teacher recommendation(s) and the school report.

Name of student \_\_\_\_\_ Date of birth \_\_\_\_\_

Current school \_\_\_\_\_ Current grade \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**To Registrar:** This student is applying to Children's Day School (CDS) for the 2012-13 academic year. Please send this completed form and copies of the student's academic records for the past two years (if applicable) directly to CDS. The academic records should include all grades for the previous two year(s), teacher reports, any standardized testing and **first semester grades for the 2011-12 academic year**. All information will be treated confidentially.

Please return this form with the requested records by January 3, 2012 (grades 1-4) or January 27, 2012 (grades 5-8) to:

Children's Day School  
Attn: Admission Office  
333 Dolores Street  
San Francisco, CA 94110  
fax 415-861-5419

Prepared by (please print) \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your prompt reply. Please contact Diane Larrabee, Director of Admission, at [dianel@cds-sf.org](mailto:dianel@cds-sf.org) or 415-861-5432 x322 with any questions.

Children's Day School admits students without reference to race, color, sex, religion, sexual orientation, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, religion, sexual orientation, national or ethnic origin in administration of its educational policies, financial aid program, athletic and school-administered programs.