



ELEMENTARY STUDENT RECORDS RELEASE FORM

Parent Section

Please fill in the information in the Parent Section of this form and submit it to the Principal or Director of your child's current school.

Student's Name _____ Applying for Grade or Class _____

Current School Name and Address _____

School Telephone _____ Current Grade or Class _____

I authorize the release of school records and teacher recommendations to Saint James' Episcopal School. I understand that the recommendations are confidential and will not be made available for parent or student review.

Parent Signature _____ Date _____

School Section

The child noted above has **applied for admission but not been accepted yet** to Saint James' Episcopal School (please do not disenroll him/her until you receive word from the parents). Please send the following records and information:

1. A transcript of all grades and courses for the past two years (if applicable), and for the current year. Please include the most recent report card. If the applicant is in preschool, please provide a report of the applicant's developmental progress and performance.
2. Scores of any standardized ability, I.Q. and achievement tests. Please include the date administered, and provide percentiles when possible.
3. Comments by the Principal or Director about the applicant's academic potential, personal characteristics, and developmental progress. Please use a separate sheet of paper and include the child's name and school name.

Please send these materials to:

Saint James' Episcopal School
73 Culpeper Street
Warrenton, Virginia 20186
540-347-3855

Principal or Director

Please evaluate the applicant by circling the appropriate rating. You may use the back of this form or attach a separate sheet of paper for additional comments. Thank you for your assistance and please call us if you have any questions.

As a student: Outstanding Excellent Good Fair Poor

As a person: Outstanding Excellent Good Fair Poor

Signature: _____ Title: _____ Date: _____