

Please fill out this form and give it to your student's current school. It gives the school permission to send your student's records to Fay School.

To (School Principal): _____

School: _____

School Address: _____

School Telephone: _____

First and last name
of student: _____

I give my permission for the release of (student's name) _____'s record.

This should entail all school records, including:

1. transcript from at least one marking period of the **current** academic year
2. transcripts and records from the **previous school year** (i.e. report cards, grades, transcripts, parent updates, conference reports)
3. reports resulting from individual or standardized testing (i.e. aptitude/achievement tests, neuropsychological testing, educational testing, early interventions reports)

It is understood that the privileged and confidential nature of such records will be preserved.

Thank you for your assistance.

Signature of parent or guardian: _____

Date: _____

TO THE SCHOOL ADMINISTRATOR:

The records for the student indicated above should be sent directly to the Fay School Office of Admission.

Mailing address: 48 Main Street, Southborough, MA 01772

Email: admission@fayschool.org

Fax: 508.481.7872

Thank you.