



REQUEST FOR SCHOOL RECORDS

THE HEIGHTS SCHOOL
10400 Seven Locks Road
Potomac, MD 20854
Phone 301.365.0227 Fax 301.365.4303
admissions@heights.edu

PARENT

Please complete and submit this form to your son's current school.

I, _____, hereby authorize _____
Parent/Guardian Name Applicant's Current School

to release school records for the following student to The Heights School.

Name of Student: _____
First Middle Last

Student's Current Grade: _____ Current Academic Year: _____

Parent/Guardian Signature Date

SCHOOL OFFICIAL

The student named above has applied for admission to The Heights School. Please send us his school records, including all of the following:

- Current school year grades
- Last year's grades
- All testing results
- All attendance records
- All discipline records

Please send the requested information to the address listed at the bottom of this page. If the student is admitted to, and enrolls in our school, please consider this document as a request for his final transcript upon completion of the current academic year.

Thank you for your assistance.

Office of Admission
The Heights School
10400 Seven Locks Road
Potomac, MD 20854