

# SOUTHLAKE MONTESSORI

*"Educating today's children for tomorrow's world."*

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## REQUEST FOR TRANSCRIPT

**To the Parent:** Please complete this form and forward to your child's present school.

**Requesting Transcript For:** \_\_\_\_\_  
(Student's Name)

**Present School:** \_\_\_\_\_

**Current Grade/Level:** \_\_\_\_\_

**Parent Authorization:**

I hereby authorize the release of any and all information from my child's cumulative file which is requested by Southlake Montessori.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To The School:**

The above named student has applied for admission to Southlake Montessori. Please mail me a copy of his/her cumulative record, including written conference reports, grades and results of standardized achievement tests for the past three years, in addition to any written conference reports and/or grades for the current school year, if applicable. Any additional information regarding the student would be helpful as well.

This information is necessary to complete the admissions process. We thank you for your assistance.

Best regards,

Debra L. Riordan  
Head of School  
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