



100 Montessori Dr. · Brentwood, TN 37027 · (615) 833 - 3610

Transcript Release Form

PROSPECTIVE PARENTS / LEGAL GUARDIANS

Please complete this form and return it to Montessori Academy
or give it to your child's current school.

TO: _____
(School Name)

(Phone #)

(Fax #)

(Street Address)

(City)

(State)

(Zip)

RE: _____ Current Grade Level: _____
(Child's Name)

Please release of a copy of the above named students' up-to-date transcript. This should include course titles, grades, health records and any available test results.

Please forward to:

By Mail:
Montessori Academy - Admissions
100 Montessori Dr.
Brentwood, TN 37027

(Date)

By Fax: 615-833-3680
By Email: cprather@montessoriacad.org

Federal Lw#99.31, Parental permission is not required when records are requested by authorized school personnel from a school to which a student is transferring. [Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA allows schools to disclose those records, without consent, to school to which a student is transferring.]