



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](mailto: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.]