



## Records Release Form 2022 - 2023

**Directions:** Please fill in the applicable information, sign below, and then give this form to the Registrar of the school you are currently attending.

<b>Date:</b>	
<b>Name of Current School:</b>	
<b>Current School Address:</b>	
<b>Current School Telephone Number:</b>	
<b>Name of Student:</b>	
<b>Grade in 2021 - 2022:</b>	
<b>Date of Birth:</b>	

Dear Registrar,

This above-named student has enrolled at The Madeira School in McLean, Virginia. She attended your school during the 2021 – 2022 academic year. Please send us the following information:

- Final official transcript (send at the end of your current academic year)
- Test Scores

Your prompt attention to this request is appreciated.

Sincerely,

**LeNae Franklin  
Registrar**

**Assistant to College Counseling & School Records**  
The Madeira School

Parental permission for release of records	
I hereby give permission for the release of all school records for my daughter.	
_____	_____
<b>Parent Signature</b>	<b>Date</b>

Please send transcripts and test scores to:

LeNae Franklin  
Registrar Office  
The Madeira School  
8328 Georgetown Pike  
McLean, VA 22102  
Telephone: 703.556.8254