



Records Release Form 2022- 2023

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

Dear Registrar,

The student named below has enrolled at The Madeira School in McLean, Virginia. She attended your school during the _____ 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. To expedite, this form may be returned electronically via email to the Registrar office.

Request date:	
Previous School of Attendance:	
School Address:	
School Telephone Number:	
Student Name:	
Dates of Birth:	
Dates of Enrollment:	

Parental permission for release of records	
I hereby give permission for the release of all school records for my daughter. (This release will be effective throughout the student's enrollment at The Madeira School.)	
_____	_____
Parent Signature	Date

Registrar Assistant to College Counseling & School Records Phone: 703.556.8319 Email: Registrar@Madeira.org	The Madeira School 8328 Georgetown Pike McLean, VA 22102 www.Madeira.org 703.556.8200
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