



Parent Authorization for Release of School Records

Parent or Guardian: Please fill in the information below, sign and date this form, and submit it directly to the registrar or director of your child's present school. Please understand that school records play an essential step in the admissions process. The Corbett Preparatory School Admissions Committee cannot reach a decision without this information.

STUDENT'S NAME _____ BIRTHDATE _____

HOME ADDRESS _____

PRESENT SCHOOL _____ GRADE LEVEL _____

I hereby authorize the release of my child's school records to Corbett Preparatory School.

DATE

SIGNATURE OF PARENT OR GUARDIAN

Request for School Records

To the Registrar:

The above student is applying for admission to Corbett Preparatory School, and we would appreciate your sending us the following information. If there are any questions, please call our Admissions Officer at (813) 961-3087. Thank you in advance for your assistance in this matter.

1. Copies of the report cards and/or transcripts for all grades and courses taken during the years the student attended your school, and for the current school year through the most recent marking period. (If your school uses narrative comments rather than grades, please include these.)
2. A statement on the student's progress and standing at your school. Is the student working above or below grade level in any subject? Has the student received a modified or adapted program in any subject? If the present rate of progress remained steady, would the student be eligible for promotion to the next grade level at the end of the current academic year?
3. Copies of the results of all aptitude, IQ, achievement and other diagnostic testing taken during the years the student attended your school. Please be sure to indicate the grade level and dates when the testing was administered, and provide national and other norms when possible.
4. A copy of the student's complete health records, including clarification of any prescription medications taken regularly at school.
5. Any records or information on the student's extracurricular activities, school behavior, and personality traits that would help us in understanding the student's educational needs.

Please send these materials as soon as possible to:

**Admissions Office
Corbett Preparatory School
12015 Orange Grove Drive
Tampa, FL 33618-3699**