



## STUDENT TRANSCRIPT RELEASE FORM

### Student Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Transcript information

To Parent(s)/Guardian(s)

As a part of the admissions process, The Highlands School requires an official transcript from the most recent school attended by the applicant. The Admissions Committee reviews both the academic and personal records as it evaluates each candidate's application. Most schools, including The Highlands School, as a matter of policy, do not release a student's transcript without a signed request to do so by the student's parents or guardian.

Please sign the authorization below and return it with your application, so that the admissions process may proceed as rapidly as possible. **Complete mailing addresses of all schools must be provided in order for the Admissions Committee to request records.**

### Transcript authorization

School Presently Attending: \_\_\_\_\_

Principal: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The student named above is being considered for admission to The Highlands School. I authorize you to release the information requested below:

- The student's grades for the most recently completed term at your school.
- Complete grade record from your school and any other schools from which you received records, including health records.
- Discipline records.
- Scores of all standardized testing and other pertinent information.

Parent/Guardian Name

Parent/Guardian Signature

Date

### Mailing information

Please send these materials directly to:

Director of Admissions  
The Highlands School  
1451 East Northgate Drive  
Irving, TX 75062

Phone: 972.554.1980 Ext. 235 | Fax: 972.721.1691