



TO PARENT

Please complete the student information below and give this form to the principal or other authorized administrator at your child's current or previous school:

_____	_____	_____
<i>Current/Most Recent School</i>	<i>Date Submitted</i>	
_____	_____	_____
<i>Student Name (Last, First, MI)</i>	<i>Birthdate</i>	<i>Current Grade</i>

In accordance with the federal regulations regarding the privacy rights of parents and students under the Family Educational and Privacy Act of 1974, the undersigned hereby consent to the release to William & Reed Academy, of all educational records about the above-named individual who is applying to William & Reed Academy. This release of records includes recommendations and all information that may be requested.

_____	_____	_____
<i>Parent/Guardian Name (print)</i>	<i>Parent/Guardian (Signature)</i>	<i>Date</i>

TO SCHOOL PRINCIPAL/ADMINISTRATOR/REGISTRAR

The student named above has submitted an application for admission to William & Reed Academy. Please either email/mail/fax the following records directly to the school. Thank you for your assistance.

WILLIAM & REED ACADEMY / ADMISSIONS
11877 DOUGLAS ROAD, SUITE 206
JOHNS CREEK, GA 30005
PHONE & FAX 678.456.5131
REGISTRAR: REGINA CASEY (rcasey@WilliamAndReed.com)

Student Records (please send all that are available)

1. Report Card(s), Cumulative Record and Official Transcripts
2. Transfer Grades (if mid-year)
3. Attendance and Discipline Records
4. Immunization Records
5. Medical Forms
6. Testing Data, including any educational, achievement, norm-referenced, criterion-referenced, or psychological evaluations.
7. Teacher-level Student Portfolio Information
8. School-level Evaluations, Student Support Team Meeting Information, and IEPs.