



## Release of Student Records for Admission to Palma School

*Please expedite to allow your son's school ample time to respond to this request.*

Parent/Guardian:

1. Complete, sign and date this form below.
2. Give this form to your student's current school registrar/main office.

Name of Applicant \_\_\_\_\_

I/We hereby authorize my/our son's school to release information to Palma to support his application for enrollment, and I/we will not seek access to confidential recommendation and evaluation materials before or after the admission is made. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Palma School for this purpose.

In order to complete the application, I/we authorize the release of my/our son's test scores, academic and disciplinary records as requested by Palma School. After acceptance has been offered, I/we authorize release of the full record when enrollment at Palma School occurs.

Date \_\_\_\_\_

Parent(s)/Guardian(s) name(s) please print \_\_\_\_\_

Signature(s) of Parent(s)/Guardian(s) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

### SCHOOL REGISTRAR

Please send the following four (4) items to the address provided below. We recommend you photocopy these forms for your records.

1. This original form
2. A copy of this applicant's grades for the previous two (2) school years
3. A copy of this applicant's grades for the current school year
4. A copy of this applicant's most recent standardized test scores

Please email to: [admission@palmaschool.org](mailto:admission@palmaschool.org)

*Thank you for your prompt response to this request.*