



Parent or Guardian:

Please submit the Request for School Records to the Guidance Counselor, Registrar or Director of your child's current school after completing the top section of this form.

Applicant's Name: _____ Applying for Grade: _____
(Last) (First) (Middle)

Current School: _____ Current Grade: _____

School Phone: (_____) _____ School Fax: (_____) _____

I authorize the release of school records and teacher recommendations to Highland School. **I understand that the recommendations are confidential and will not be made available for student or parent/guardian review.**

Parent/Guardian Signature: _____ Date: _____

School Administrator:

Please send the following records and information to:

Highland School
Admission Office
597 Broadview Avenue
Warrenton, VA 20186
t: 540-878-2700
f: 540-878-2731
e: admission@highlandschool.org

1. A transcript of all courses and grades for the last two years and for the current school year through 2nd Quarter.
If not part of the transcript, please include attendance and any discipline records.
2. Scores of any standardized test, I.Q. test, and/or achievement test taken during the last three years. Please indicate the grade and date when the tests were taken.
3. A school profile, if available.
4. Upon completion of the school year, a final transcript.

If you have any questions, please call the Admission Office. Thank you for your cooperation and assistance.