



INLY SCHOOL
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REQUEST FOR RECORD RELEASE

PARENTS: Please complete the information in the box below, and deliver this form, along with the appropriate AISNE Student Evaluation form(s), to your child's current school.

<p>To: _____ <small>name of student's current school</small></p> <p>Re: Authorization for release of student information for _____ This is to authorize the release of copies of school records to Inly School for the above-named student, and to authorize Inly School personnel to speak to the student's current teacher, or other professional, if necessary.</p> <p>Parent or guardian _____ Date _____ <small>signature</small></p> <p>_____ Date _____ <small>signature</small></p>

TO THE STUDENT'S CURRENT SCHOOL:

The above-named student has applied for admission to Inly School. We ask that you help us get to know the applicant by providing us with school records and evaluations. We appreciate your assistance with the following steps.

1. To the Administrative Office:

Please forward *copies* of this student's following records directly to Inly School:

- All parts including those listed below
 - Reports from the *current* school year
 - Past school records including grades, marks, and comments
 - Standardized achievement test results
 - CORE evaluations, educational plans, assessments, and reviews*
**If these records are kept in a separate office, kindly forward a copy of this request to the appropriate personnel.*
 - Other pertinent material or information

2. To the Teacher(s)

As soon as you can, and no later than February 1, please complete and return directly to Inly School, the enclosed AISNE Student Evaluation Form(s), keeping a copy for your files. If you receive this request after February 8, please complete and return the form to Inly within two weeks. Thank you for your complete and candid comments, which will be held confidential.

Mail to:

All information should be sent to the Admissions Office at the address above.