



PERMISSION FOR SCHOOL TO RELEASE STUDENT RECORDS AND TRANSCRIPTS

Applicant Name: _____ Applicant for Grade: _____

Current School: _____ Current Grade: _____

School Phone Number: _____ School Fax Number: _____

Parents: Parents may **not** hand deliver materials to Flint Hill School.

- Fill out applicant information above.
- Sign and date permission below.
- Give this form to the applicant's current Head of School, principal, guidance counselor, or registrar.

To allow the candidate to be considered, I/we authorize the release of my/our child's academic record, I.Q., and other test data and evaluations as requested by Flint Hill School. I/We hereby authorize Flint Hill School to contact my child's school and other sources to obtain information to support this application and I/we will not seek access to confidential evaluation materials before or after the admission decision 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 Flint Hill School for that purpose. At a later time, if acceptance is offered by Flint Hill School, I/we authorize the release of the full student record file when my/our child transfers.

Parent/Guardian Signature: _____ Date: _____

Applicant's Current School: Please send requested materials directly to Flint Hill School.

- School Transcripts: Include applicant's official two-year transcript. If not part of the transcript, please also include attendance and any discipline records.
- First quarter or First trimester grades/Progress Report
- Scores of any standardized test, I.Q. test, and/or achievement test taken during the last two years.
- 504 Plan and/or Individualized Education Program (IEP), if applicable.
- A school profile, if available.
- Official year-end transcripts.

Please send all materials directly to:

Flint Hill School
Attn: Admission Office
3320 Jermantown
Road Oakton, VA
22124 Phone:
703.584.2310 Fax:
703.242.0718
admission@flinthill.org

Important: All teacher recommendations should be submitted online. Teachers will receive an email prompt to complete the recommendation after the applicant family has completed a recommendation request.