

REQUEST FOR RELEASE OF INFORMATION

For Parents or Guardians

Please complete the information below and send it to the last school attended by your child. If the school is unable to release this information, then it is your responsibility to assemble the requested materials and forward them to the Commonwealth Academy Admission Office. If you or the school have any questions, please call our office at 703.548.6912.

I (PARENT/GUARDIAN NAME) _____ hereby give

(NAME AND ADDRESS OF SCHOOL) _____

permission to release information to Commonwealth Academy regarding (PRINT CHILD'S FULL NAME BELOW):

Signature _____ Date _____

To the School Registrar

Please send the following information as soon as possible to:

Director of Admissions
Commonwealth Academy
1321 Leslie Avenue
Alexandria, VA 22301
703.548.6912 (phone) 703.548.6914 (fax)

1. Grade record and official transcript for high school students.
2. IEP and evaluations and special education records.
3. Test scores to include: Group IQ (name, score, date), Reading and Spelling (name, score, date), Stanford-Binet, WISC/WAIS scores and sub-scores and any other test scores available.
4. Teacher, guidance counselor, and/or other staff comments.
5. Health record
6. Transfer records.
7. Available dated samples of child's work in the language area.

Please call us 703.548.6912 if you have any questions about Admission.