



67 West Bellevue Drive • Pasadena, California 91105  
 (626) 792-5940 • admissions@thewaverlyschool.org



## Transcript Release and Confidentiality Form

**To the Applicant’s Parent or Legal Guardian:**

*Please type or print your name and give this form to your current school’s registrar. Transcripts must be submitted directly to Waverly in sealed letterhead envelopes or via email from the appropriate school.*

Applicant’s Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Name of Current School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

**Deadline:**     \_\_\_\_\_ **February 1<sup>st</sup> (first round of applications)**  
                           \_\_\_\_\_ **As soon as possible (first come, first served basis)**

*I authorize the release of school records for the above-named student for the entire time s/he has been at the above-named school, including an official transcript of all grades, developmental assessments, or narrative evaluations, as well as the results of academic testing, and health records. I acknowledge that I waive my right to read all confidential teacher recommendations and school reports.*

Name of parent or legal guardian \_\_\_\_\_

Signature of parent or legal guardian \_\_\_\_\_

Date \_\_\_\_\_

**To the Applicant’s Current School:**

*Please send the above-named student’s official transcript for the full time the student has been at your school. This should include all grades for courses taken to date, narrative evaluations or assessments, scores for aptitude or achievement tests, and health records, including grades or assessments for the current academic year. Please note that this form should be included with transcripts and all records. Transcripts must be submitted in sealed letterhead envelopes from the appropriate school. Transcripts must be received by February 1<sup>st</sup> in order for the student to be considered in the first round of applications; all other applications will be considered on a first come, first served basis. (Please see deadline checked above.)*

**Please mail all records to:**

*Admissions Director  
 The Waverly School  
 67 West Bellevue Drive  
 Pasadena, California 91105*

Please contact The Admissions Office if you have any questions — (626) 792-5940.

*Thank you for your assistance!*