



## SCHOOL RECORDS REQUEST FORM

To the Registrar of \_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(School's address and phone number)

Name of Student \_\_\_\_\_

The student named above has applied to Evergreen School. Please send copies of the following information.

1. The student's progress reports (2 most recent) from your school, and any other schools the child has attended.

Please send progress reports for current school year as soon as they are available.

2. All testing information and/or test scores (i.e., CAT, ERB, CTBS, WISC III, SAT, Stanford)
3. Copies of any health records that you may have.

Please forward the above to:

Evergreen School  
Attn: Kara Stegeman  
10700 Georgia Avenue  
Silver Spring, MD 20902

Or email to [grow@evergreenschool.com](mailto:grow@evergreenschool.com)

Thank you for your cooperation and prompt attention to this request.

I hereby give my permission for my student's progress/grade reports, test scores, and health records to be sent to Evergreen School.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date