



Request for School Records

To parent/guardian: Please give this completed form to the Registrar at your child's current school. This will enable us to receive a copy of your child's school records. The school must send your child's records directly to us.

I hereby authorize the release of the school records for the student named below. I acknowledge that I waive my right to read any confidential teacher recommendations and school reports.

Student Name _____ Date of birth _____

Current School _____ Current grade _____

Parent/Guardian Signature _____ Date _____

To Registrar : This student is applying to the San Francisco Schoolhouse. Please send this completed form and copies of the student's school records for the past two years (if applicable) directly to the Schoolhouse. The records should include all teacher reports, and all grades and standardized testing (if applicable). The records will only be used in the admission process, and all information will be treated confidentially. Please return this form with the requested records to:

San Francisco Schoolhouse
ATTN: Jina Kim
301-14th Avenue
San Francisco, CA 94118

Or you can scan and email the forms to admission@sfschoolhouse.org.

Prepared by (please print) _____ Date _____

Thank you for your prompt reply.

Please contact Jina Kim, Director of Operations, with any questions (415-834-8101).