

# Request for Copy of Student Records and Teacher Evaluations



## Sant Bani School

19 Ashram Road  
Sanbornton, NH 03269  
603.934.4240 • fax 603.934.2970  
santbani.org

Student's Name \_\_\_\_\_ Grade applying to \_\_\_\_\_

This signed form is to be given to the student's current or most recent school **after the first marking period has ended**. Please be certain to time its delivery to ensure that the information requested arrives at Sant Bani School by February 1. If you received this form after February 1, please return as soon as possible.

### Dear Parents:

This form is to authorize the Principal, Guidance Counselor, or Director of your child's school to release copies of records to Sant Bani School and, if contacted, to speak to Sant Bani personnel about this applicant. This form also gives permission to your child's former and/or current teacher(s) to complete a separate recommendation form and, if contacted, to speak to Sant Bani personnel about this application. This information will be held in the strictest of confidence and is not available to the applicant and / or his or her family.

We authorize the release of all educational records, including progress reports and educational testing, of the above-named applicant to Sant Bani School.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Dear School Officers:

The student whose name appears on this form has applied for admission to Sant Bani School. So that we may be fully informed of the applicant's qualifications, please send us copies of the following information:

1. A copy of the applicant's transcript and/or progress reports **for the last 3 or more years**.
2. Progress report or transcript of **courses now in progress and the most current grades for the current school year**. Please include teacher comments.
3. All standardized test results.
4. Any psychological or specialized testing results.
5. All attendance records.
6. Other information that you feel might be helpful to us in evaluation of the student.

**DO NOT SEND THE PERMANENT FILE AT THIS TIME.**

*If this student enrolls at Sant Bani School, we will request a final transcript for the current school year and health records.*

**Please retain a copy of this signed release in the student's file. You will be promptly notified if this student enrolls at Sant Bani School.**

We appreciate your cooperation in this process and invite you to contact our office directly with any concerns or questions you may have about this request. Please mail the requested information in the enclosed envelope as soon as possible to: **Sant Bani School, Office of Admission, 19 Ashram Road, Sanbornton, NH 03269**