



Request for Transcript

Date: ____/____/____

Dear Parent/Guardian,

Please sign this consent form and forward it to the person at your child's present school who completes records (ex: Principal, Guidance Counselor or Teacher).

I hereby grant permission for _____ to forward
Name of Current School
copies of the following information contained in the school records of:

Name of Applicant

- **Transcript of final grades from previous school year**
- **Grades to date for the current school year**
(must include at least first quarter)
- **Recent standardized test scores**
- **Other:** _____

Parent/Guardian Signature

Dear Principal, Guidance Counselor or Teacher,

Please mail this information to:

**Director of Admissions
Presentation of Mary Academy
209 Lawrence Street
Methuen, Massachusetts 01844**

Thank you for your attention to this matter.