



ACADEMIC RECORDS REQUEST

TO PARENTS/GUARDIANS:

As part of the admissions process, you must provide copies of this year's and last year's academic records. If you already have these records, you may submit them directly to Kirby. If you do not have them, please *sign this Academic Records Request and give it to your child's current school*. The school should send the documents directly to Kirby. Please allow sufficient time for processing.

Student Name: _____ Date of Birth: _____

Parent Authorization Signature for Release of Records

Date

TO THE SCHOOL REGISTRAR:

This student is applying to Kirby School and is not yet enrolled. Please DO NOT send cumulative file.

Please send the following:

Current Elementary and Middle School Students

- A school transcript or report cards or progress reports which include all ending grades and attendance for this year and last year
- Aptitude and/or achievement tests (STAR, SAT, ERB, or CAT) for this year and last year

Current High School Students

- A copy of the student's transcript and report cards or progress reports which include all ending grades for courses taken this year and last year
- Aptitude and/or achievement tests (STAR, SAT, ERB, or CAT) for this year and last year

FOR MORE INFORMATION CONTACT:

Amy Hemmert
Director of Admissions
(831) 423-0658 x202
admissions@kirby.org

MAIL OR FAX MATERIALS TO:

Kirby School
Admissions Office
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FAX: (831) 423-0679