



Allendale
Columbia

School

NURSERY-GRADE 12

— since 1890 —

Explore a *different* school of thought.

Confidential Records Release

Please complete the information below, sign the release statement, give to your current school, and have them send all records to the Admissions Office at the address below. If you have any questions please call **585.641.5344** or email **admissions@allendalecolumbia.org**. *Thank you!*

I authorize the release of all academic records including: courses taken, grades received, attendance records, results of standardized achievement and/or aptitude tests, recommendations and health records to Allendale Columbia School for the purpose of admissions consideration. I also authorize teachers or administrators to release information about my child which would identify apparent strengths and weaknesses and patterns of behavior. I understand that this information will be kept confidential between the sending schools and Allendale Columbia School. I also understand that all written recommendations are held in confidence and are not required to be shared with the parent.

Signature of parent/guardian: _____ Date: _____

Relationship to applicant: _____

Applicant

Name of applicant: _____ Date of birth: _____

First

Last

Current school name: _____

School address: _____

Street

City

State

Zip

School phone: () School fax: ()

Applying for enrollment in grade: _____ Desired start date: _____

Month

Year

School Official

Please compile the following records and return to Allendale Columbia School by January 31, or if after this date, as soon as possible. All information will be kept confidential.

Records to be included for students entering Nursery, Pre-Kindergarten and Kindergarten (if applicable):

- References by teacher or administrator
- Progress reports

Records to be included for students applying to grades 1–12 are:

- Report cards from the current school year and 1–2 years prior
- Standardized test scores
- Health records
- Attendance records
- References written by recent teachers, administrators, and/or counselors
- Psychological testing, IEP, ISP, 504 Plan, or educational evaluation