



MONTROSE SCHOOL
45 East Central Street, Natick, MA 01760
508-650-6925 Fax: 508-650-6926

Transcript Record Release

Academic records protocol at Montrose School requires that no transcript or grade report is released without an official request for transcript and authorization from the school. Please allow one week from our receipt of this form for the transcript to be issued. Submit this form to Irene Eide, Student Records, accompanied by a processing fee of \$10.00 for each recipient address listed below. Please be aware that all financial records must be up-to-date before a transcript can be processed.

Student Name: _____

Address: _____

Current Grade: _____ Home Telephone: _____

Years to be printed on transcript (Sixth, Seventh, e.g.) _____

I hereby authorize the release of my daughter's grades, standardized testing scores, attendance record, disciplinary report and any other pertinent information to be sent to the address(es) below.

If you would like to have a copy of the transcript sent to your home, please include your home address in the list below.

Signature of Parent/Guardian: _____

Please forward transcript to:

1. _____
2. _____
3. _____
4. _____

For internal use only:

Student Records Approval Business Office Approval

Date printed: _____ By: _____