



Adda Clevenger School
180 Fair Oaks Street, San Francisco
Postal Address: PO Box 460129, San Francisco, CA 94146-0129
Telephone: 415-824-2240
www.addaclevenger.org
info@addaclevenger.org

RECORDS RELEASE FORM

To the Parent: please fill in and sign this form and give to your child's current school office.

I hereby give my permission for the release of the my child's academic records for the past two years including current grades and standardized testing scores (if applicable) of:

_____ (GRADE: _____) to be released from
Name of Student

_____ and mailed to
Current School

**Admissions Office
Adda Clevenger School
PO Box 460129
San Francisco, CA 94146-0129**

SIGNED: _____ **DATE:** _____
Parent/Guardian

To Applicant's Current School: Please send COPIES of this student's academic records for the past two years (if applicable). This should include all grades for the previous year, any standardized testing, and any grades already received for the current school year. The records will be used only in the admissions process, and all information will be treated confidentially. **Please return this form with the requested academic records.**

Thank you for your prompt reply. Should you have any questions, please contact the School Office at 415-824-2240.