

Request for School Records

Student Name: _____ **DATE OF BIRTH:** _____

COMPLETED BY PARENTS/GUARDIANS:

TO THE REGISTRAR OF: _____

STUDENT'S CURRENT SCHOOL NAME: _____

FERPA Requirements: Under the provisions of Public law #93-380, I hereby give permission for you to release the requested records listed below to The Overlake School. Overlake will use them for the purpose of evaluating applicants for admission to the Summer Link program.

I/We understand that by signing this release form, documents for our child will be made available to The Overlake School.

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

INSTRUCTIONS FOR THE APPLICANT'S SCHOOL

The student named above is an applicant for admission to the Summer Link program at The Overlake School. Please submit the following school records using one of the two methods below:

- ✓ Transcripts or report cards from the current academic year
- ✓ Standardized testing (if available)
- ✓ Attendance reports (if available)

SUBMISSION METHOD 1:

You may email records to the Application Manager, Karen Zaidberg (kzaidberg@overlake.org).

SUBMISSION METHOD 2:

You may mail documents, along with a copy of this form, to the address below. If you choose to submit paper documents, please do not use staples.

The Overlake School
Summer Link Program
20301 NE 108th St.
Redmond, WA 98053

If you mail documents, please complete the following information for at least one applicant per mailing:

SCHOOL ADDRESS: _____

SCHOOL REGISTRAR: _____ EMAIL OR PHONE CONTACT: _____