



1300 Forest Glen Road | Silver Spring, MD 20901 | t: 301.244.3600 | f: 301.244.3601  
www.thesienaschool.org

## School Release Form

Student Name \_\_\_\_\_

Applying for Grade \_\_\_\_\_

### TO THE PARENT

Please complete this form and give it to an administrator at your child's current school.

*I authorize the release of my child's academic transcripts and other information requested below to The Siena School.*

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

School Name \_\_\_\_\_

Applicant's Current Grade \_\_\_\_\_

Administrator Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

STREET

CITY

STATE

ZIP

### TO THE SCHOOL

This student has applied for admission to The Siena School. In order to process the application, we would request that you send us the following information, along with a copy of this form:

- All grade reports and academic transcripts for the past two years, and the current school year;
- All standardized test results;
- Any recent teacher reports; and
- A school profile, if available.

Please summarize any disciplinary actions taken involving the student, if any:

**For a financial administrator:** Has the family satisfied all current financial obligations to your school?  Yes  No

Please send all information and a copy of this form to:

**The Siena School  
Admissions Office  
1300 Forest Glen Road  
Silver Spring, MD 20901  
(301) 244-3600**

**PLEASE SAVE A COPY OF THIS FORM IN THE STUDENT FILE AS WE WILL REQUEST A FINAL TRANSCRIPT AT YEAR-END IN THE EVENT THE STUDENT IS ADMITTED TO SIENA.**