



**FRIENDS ACADEMY**

270 Duck Pond Road  
Locust Valley, NY 11560  
(516) 676-0393  
Fax: (516) 465-1718

STRONG MINDS.  
KIND HEARTS.

**TRANSCRIPT RELEASE**

**Dear Parent(s):** Please sign this permission form for release of school transcripts and submit it to your child's current school.

I give permission for school transcripts and all other requested information concerning

\_\_\_\_\_ applying for Grade \_\_\_\_\_ to be sent to Friends Academy.  
STUDENT'S NAME

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
DATE

**To the school:** The student named above is a candidate for admission to Friends Academy. **Please send an official copy of his/her transcript, including the current year's first semester report card, report cards for the last 3 years (if available) and all standardized test results (last 3 years). Additionally, please send a completed teacher recommendation form.**

Name of school \_\_\_\_\_ Phone number \_\_\_\_\_

How long has the student attended your school? \_\_\_\_\_ Is he/she in good standing? \_\_\_\_\_

Have all financial obligations been met? \_\_\_\_\_ If not, please explain \_\_\_\_\_

Record completed by \_\_\_\_\_

All information will be considered confidential and should be sent directly to:

**The Office of Admissions  
Friends Academy  
270 Duck Pond Road  
Locust Valley, NY 11560**