



**Grace  
Episcopal  
School**

# Records Release Form

For all grades: Preschool - Grade 5  
School Year 2021-2022

## Parent Section

Please fill in the information on the top portion of this form and submit it to the Principal or Director of your child's current school.

Student's Name \_\_\_\_\_

Current School with address \_\_\_\_\_

School Telephone \_\_\_\_\_ Current Grade or Class \_\_\_\_\_ Applying for Grade or Class \_\_\_\_\_

I authorize the release of school records and teacher recommendations to Grace Episcopal School. I understand that the recommendations are confidential and will not be made available for parent or student review.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## School Section

The child noted above has applied for admission to Grace Episcopal School. Please send the following records and information:

1. A transcript of all grades and courses for the past two years and the most recent report card. If the applicant is in preschool, please provide a report of the applicant's developmental progress and performance.
2. Scores of any standardized ability, I.Q., achievement tests and psychological or speech evaluations. Please include the date administered, and provide percentiles and stanines when possible.

Please email these materials to: [admissions@graceschoolalex.org](mailto:admissions@graceschoolalex.org)

Or mail to:  
**Grace Episcopal School**  
 Office of Admissions  
 3601 Russell Road  
 Alexandria, Virginia  
 22305-1731 703-549-5067

## Principal or Director

Please evaluate the applicant by marking the appropriate space below. You may use the back of this form or attach a separate sheet of paper for additional comments regarding applicant's academic potential, personal characteristics and/or developmental progress.. Thank you for your assistance and please call us if you have any questions.

As a student:                      Excellent                      Good                      Fair                      Poor

As a person:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_