



St. Matthew's Episcopal Day School

TRANSCRIPT RELEASE

APPLICANT'S FULL NAME

CURRENT GRADE

TO THE PARENTS

To complete your child's admission packet, the Admission Committee must have a copy of his or her recent a record. A completed Teacher Recommendation Form is also required from the applicant's current teacher. **Please and forward this transcript release form, along with the Teacher Recommendation form, directly to the applicant's current school.** Do not return this form to St. Matthew's Episcopal Day School.

I hereby authorize you to release to St. Matthew's Episcopal Day School all information requested about my child's academic and personal records. I, the parent/guardian, understand that I will not have access to this confidential information.

SIGNATURE OF PARENT OR GUARDIAN

DATE

TO THE SCHOOL

The student listed above has applied for admission to St. Matthew's Episcopal Day School. Please submit a copy of his or her transcript or latest report card and most recent standardized test results.

TO THE TEACHER

Please complete the enclosed Teacher Recommendation form and submit with transcripts, report cards, and standardized test results.

The student's records and Teacher Recommendation form should be sent to:

Director of Admission
St. Matthew's Episcopal Day School
16 Baldwin Avenue
San Mateo, California 94401

tel: 650.342.5436, ext.205

fax: 650.342.4019