



# 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 academic record. A completed Teacher Recommendation Form is also required from the applicant's current teacher. Please sign 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

St. Matthew's does not discriminate on the basis of gender, religion, national or ethnic origin in the administration of its educational or admission policies, financial aid distribution, athletic or other school programs.