

# Transcript Release Form



## Note to Parents

As a part of the admissions process, Canyon Heights Academy requires an official transcript from the most recent school attended by the applicant. Both the academic and personal records are reviewed by the Admissions Committee as it evaluates each candidate's application. Most schools, including Canyon Heights Academy, as a matter of policy or law, do not release a student's transcript without a signed request to do so by the student's parent(s)/guardian(s). Please sign the authorization below and send it to your current school, so that admissions considerations may proceed as rapidly as possible.

## Current School Information

_____	_____	_____	
<i>School Name</i>	<i>Phone</i>	<i>Principal</i>	
_____	_____	_____	_____
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

## Student Information

_____	_____	
<i>Full Name</i>	<i>Birth Date</i>	
_____	_____	_____
<i>Enrollment Date</i>	<i>Grade</i>	<i>Teacher</i>

The student named above is being considered for admission to Canyon Heights Academy. I authorize you to release the information requested:

1. The student's grades for the most recently completed term at your school.
2. Complete grade record from your school and any other schools from which you received records, including health records.
3. Scores of all standardized testing and other pertinent information.
4. Any special reports and records (academic and behavioral) attendance, etc.

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

Please send these materials directly to:

Admissions Coordinator  
Canyon Heights Academy  
775 Waldo Road  
Campbell, CA 95008  
Tel 408.370.6727  
Fax 408.370.7147