

# The GW Community School



## School Information Request for Release

TO THE PARENTS OR GUARDIANS:

**Please fill in this form and send it directly to the current or last school attended by your child. Include a copy of this completed form with your application.**

If the school is unable to release this information, then it is your responsibility to assemble the requested materials and forward them directly to GWCS Admissions. Should you or the school have any questions, please call us at 703.978.7208.

I, \_\_\_\_\_, hereby give  
Print parent/guardian name here

\_\_\_\_\_  
Print name and address of school

permission to release information regarding \_\_\_\_\_  
Print your child's full name here

for the use of The GW Community School. If a phone reference or clarification is needed, please provide contact information for appropriate person to contact at the above school:

School Contact Name & Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**NOTE TO PARENT:** If transferring mid-year, please obtain a withdrawal form from current school indicating grades in each class at the time of withdrawal. This needs to be done at the time of withdrawal.

**NOTE TO SCHOOL:** Please send the following information, as soon as possible, to GWCS Admissions. If you have any questions, please call 703.978.7208.

Admissions Office  
The GW Community School  
9001 Braddock Road, Suite 111  
Springfield, Virginia 22151

1. Grade record and official transcript for high school students.
2. Withdrawal grades if mid-quarter or mid-year.
3. Health record.
4. Transfer records.

*Thank You!*

Updated 7.25.19