



Request for copy of student records and teacher evaluations

This signed form is to be given to the student's current or most recent school.

Dear Parents:

This form is to authorize the Principal, Guidance Counselor, or Director of your child's school to release copies of all records to Breakwater and, if contacted, to speak with Breakwater personnel about the applicant. This form also gives permission to your child's former and current teachers to complete a separate evaluation form and, if contacted, to speak to Breakwater personnel about this application. This information should be sent directly to Breakwater School. It will be held in the strictest of confidence and is not available to the applicant and/or his or her family.

We authorize the release of all educational records, including progress reports and educational testing for the student listed to Breakwater School and authorize my child's teachers to provide a confidential evaluation.

Student Name _____ Current Grade _____

Parent/Legal Guardian signature _____ Date _____

Dear School Officials:

The above named student is applying for admission at Breakwater School. So that we may be fully informed of the applicant's qualifications, please send us the following information:

- A copy of the student's transcript/progress report for the entire previous school year
- A copy of the student's transcript/progress report for the current school year as available at this time.
- All standardized testing results
- Teacher Recommendations
- Other information that you feel might be helpful to us in evaluating this student
- Please include a signed copy of this release form with the above documents

Please retain this signed release in the student's file. You will be promptly notified if the student enrolls at our school in which case this release form acts as a request for transfer of complete cumulative file and health records.

Please send information directly to:

Breakwater School
Attn. Moriah Perry
856 Brighton Avenue
Portland, ME 04102