



THE STONEHAVEN SCHOOL

Request for Transcripts and Records

Parent or Guardian – please complete the top portion of this form and send to your child's current school.

I, the undersigned, authorize:

Name of last school attended: _____

School Address: _____

School Phone: _____ Email: _____

to release all records, including academic, disciplinary, and special education/504 records, of:

Applicant First, Middle, Last Name

Applying to Grade Level

to The Stonehaven School. I understand that records sent to Stonehaven become confidential property of the school and are not subject to parental review.

Parent or Guardian Signature

Date

Schools, please provide:

- Complete school record for current year and prior 2 years
- All standardized test results
- Complete discipline record

*For 8th grade and above, the transcript should include all credits earned.

*Homeschool students should provide curriculum for each subject and percentage completed, in addition to standardized test scores.

Please send all records to:

Email (preferred):

admissions@stonehavenschool.org

OR Mail:

The Stonehaven School, ATTN: Records
1480 Joyner Ave, Marietta, GA 30060

A final copy will also be requested upon enrollment and completion of the school year.