

## REQUEST FOR COPY OF EDUCATIONAL RECORDS AND TEACHER EVALUATIONS

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_

### To the Parent/Guardian:

This form is to authorize officials at your child's current school to release copies of all records to Maine Coast Waldorf School and, if contacted, to speak to Maine Coast Waldorf School personnel about this applicant. This form also gives permission to your child's former and/or current teachers to complete a separate evaluation form and, if contacted, to speak to Maine Coast Waldorf personnel about this applicant. This information will be held in confidence and is not available to the applicant and/or his or her family. If the student does not have a transcript, please sign and submit this form to Maine Course Waldorf School.

We authorize the release of all educational records, including progress reports and educational testing, of the above-named applicant to Maine Coast Waldorf School.

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

### To the Applicant's Current School:

The above-named student has applied for admission to Maine Coast Waldorf School. To help us evaluate the applicant's qualifications, please send us copies of the following information:

1. **Last school year:** A copy of the applicant's transcript and/or progress report for the entire 2020-21 school year.
2. **Current school year:** A copy of the applicant's transcript and/or progress report of courses now in progress and the most current grades for the 2021-2022 school year. Please include teacher comments.
3. All standardized test results.
4. Any psychological or specialized testing results, including IEP/ISP and related notes.
5. Other information that you feel might be helpful to us in evaluating this applicant.

**DO NOT SEND THE PERMANENT FILE AT THIS TIME.** Please keep a copy of this signed release form in the student's file. Should this student enroll at Maine Coast Waldorf School, we will request the permanent file and health records. We appreciate your cooperation in this process.

**Please scan/email the requested information as soon as possible to [admissions@mainecoastwaldorf.org](mailto:admissions@mainecoastwaldorf.org)**

If your preference is to mail this information, please send it as soon as possible to:

Admissions Office  
Maine Coast Waldorf School  
57 Desert Road  
Freeport, ME 04032