

# RELEASE OF STUDENT RECORDS



Linton Hall School  
9535 Linton Hall Road  
Bristow, VA 20136  
Phone: 703-368-3157  
Fax: 703-368-3036

Name and Address of Previous School:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Fax: \_\_\_\_\_

The following student has applied for admission to: **Linton Hall School**

_____	_____	_____
Child's Name	Date of Birth	Grade

Please forward the following information to my attention at the address at the bottom of this page as soon as possible so that appropriate educational placement may be made.

Academic Transcripts*	Sociological Information
Standardized Test Scores*	IEP / 504 Plan
Current Year Grades to Date*	Child Study Referrals
Attendance Information*	Speech and Language Evaluations
Physical Examination	Vision Screening Reports
Health and Immunization Records	Special School/Center Information
Physical Fitness Test Records	Discipline Record
Psychological/Educational Evaluations	Screening and Eligibility Minutes
	Custody Information/Court Decisions

Thank you for your cooperation.

Sincerely,

Elizabeth A. Poole  
Head of School

**Note: in accordance with FERPA (Family Educational Rights and Privacy Act), records marked with an asterisk do not require parent signature for release.**

I give my permission to have the above records forwarded to the Head of School's attention at the address below.

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

\_\_\_\_\_  
Date