



**All requests for student records, recommendations, evaluations, and other forms should be given to the office rather than directly to the teacher.** Records and recommendations will not be transmitted until the office receives the release below signed by the parent(s). In the case of admission to another private school, this records request form is usually supplied by the admitting school. It is the parents' responsibility to provide the appropriate permissions to the office along with the forms to be completed. The office will forward the forms to be filled out to the teacher(s), and ensure timely delivery to the recipient institution.

Please allow a minimum of a week, and longer at busy times, for forms to be completed, but as a courtesy to your child's teachers, please provide as much time as you possibly can. At some times of the year, they may have several recommendation forms to fit into their workflow.

I/We, the legal guardian(s) of \_\_\_\_\_, do authorize  
(child's full name)

Montessori School of Durham to release information for the student named above to:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

FAX: \_\_\_\_\_

We understand this information will be sent directly by MSD to the school, office, or institution named above.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Date