



# TRANSCRIPT and TEST SCORES RELEASE AUTHORIZATION

Dear Parent or Guardian,

Part of the admission process is a review of the applicant's current transcripts, report cards, instructor comments, and standardized testing. Please sign and return this form with the completed application to the Menaul School Admission Office.

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle

Releasing School: \_\_\_\_\_

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

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

Registrar/Admission Name: \_\_\_\_\_ Registrar/Admission Email: \_\_\_\_\_

Grades Attended: \_\_\_\_\_

***I hereby give my permission to release my child's educational records to Menaul School.***

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Parent/Guardian: \_\_\_\_\_

Please provide a copy of following items to the Menaul School Admission Office:

- Transcripts/report cards with instructor comments (if applicable) for:  
***Current School Year and the two previous years***
- Standardized test scores (for United States student)
- Diagnostic evaluations (for United States student)
- Gifted evaluations (if applicable/for United States student)

Mail or email records to:

Email: [Admission@MenaulSchool.org](mailto:Admission@MenaulSchool.org)

Or

Menaul School, Admission Department

301 Menaul Blvd. NE

Albuquerque, NM 87107

Phone: 505.341.7250