



## Staunton Montessori Records Request

Applicant Name: \_\_\_\_\_

Applying for School Year: \_\_\_\_\_

### School Records Release

Parent/Guardian Name(s): \_\_\_\_\_

Current School: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

#### Parent/Guardian:

Please sign this School Records Release and turn it into your child's current school.

To guarantee consideration, please request that this form is sent from your child's current school *directly* to:  
**Kelley Flanders Head of School, Staunton Montessori School, 2076 Jefferson Hwy., Fishersville VA 22939.**

*By signing below, I give permission for the school records of the above student to be sent to Staunton Montessori School. I also understand that the information on this form and any additional information will remain confidential. I also give permission to Staunton Montessori School to contact my child's current teachers to discuss their recent progress.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### To the Registrar and/or Principal:

The student named above is applying to Staunton Montessori School and requesting that you complete this records release. Please return this form and attach the following information:

- Health/Medical
- Academic Information
- Testing & Evaluations
- Disciplinary Records
- Transcripts from other schools
- All other pertinent information

**Please return this form with the records to:**

**Mail:** Kelley Flanders  
Staunton Montessori School  
2076 Jefferson Hwy  
Fishersville VA 22939

**Email:** [office@stauntonmontessori.org](mailto:office@stauntonmontessori.org)

*Respecting the mind, imagination, and spirit of each student, Staunton Montessori School welcomes students of any religion, family structure, race, color, ethnicity, nationality, gender identity, gender expression, and sexual orientation. We believe that a diverse student body will promote an inclusive learning environment in alignment with the pillars of Montessori education.*