



MONTESSORI CHILDREN'S COMMUNITY

474 Chadwick Street
Sewickley, PA 15143

Terri Modic, School Head

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montessorichildrencommunity@comcast.net

REQUEST FOR STUDENT RECORDS

Montessori Children's Community requests records from:

Name of Current School

Address

Please have the following student's current teacher fill out the attached Teacher Recommendation Form. In addition, please send copies of complete official transcripts, including current grades to date, all test records and reports (both achievement and diagnostic) and any other pertinent documents (attendance, discipline, etc.) for the past two years concerning the following student:

Student Name

Current Grade

Parent/Guardian signature

Date

Please mail the above information to:

Office of Admissions
Montessori Children's Community
474 Chadwick Street
Sewickley, PA 15143

Or email PDFs to montessorichildrencommunity@comcast.net

Thank you for your assistance.

According to final Regulation – Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1975, it is not longer necessary to obtain written consent to release records, Vol. 41, No. 118-24673. It states that school officials, including teachers within the education institution and officials of other schools or school systems in which the student may intent to enroll, may receive a student's records without a written consent for such release.