



LEARNING PREP SCHOOL

1507 WASHINGTON STREET, WEST NEWTON, MA 02465
617.965.0764 | LEARNINGPREP.ORG

Records Release Form

Student Name	DOB	Telephone	
Street Address	City	State	Zip
Parent/Guardian Name	Email	Telephone	

I authorize Learning Prep School to release the following records to the organizations listed below.

Transcript (please allow 10 business days to process):

- Official Academic Transcript (with school seal, in sealed envelope, intended for colleges, etc.)
- Unofficial Academic Transcript (without school seal, intended for personal/employment use, etc.)

Other (i.e. Individualized Education Plan (IEP), neuropsychological testing, achievement testing, disciplinary record, etc.)
(Please allow 10 business days to process.)

- _____
- _____
- _____
- _____

Please send the above records to the persons/organizations listed below:

Name/Title	Organization	Address

Parent/Guardian Signature

Date

Student Signature*

Date

(*Form must be signed by an individual 18 years of age or older. If student is under 18 years of age, the form must be signed by the student's parent/guardian.)