

**REGENTS SCHOOL OF CHARLOTTESVILLE**

3045 Ivy Road  
Charlottesville, VA 22903  
434-293-0633  
[www.regents-school.org](http://www.regents-school.org)  
Email:admissions@regents-school.org

**TRANSCRIPT RELEASE AUTHORIZATION**

**&  
PRINCIPAL/HEADMASTER OR  
GUIDANCE COUNSELOR  
QUESTIONNAIRE**

**Parents:**

- Please give this pre-printed form to your current principal, head of school or counselor.
- Attach a stamped envelope addressed to **Regents School of Charlottesville, 3045 Ivy Road, Charlottesville, VA 22903**
- The school official should complete this form and send it along with grade and testing information to Regents School.

My child is an applicant for admission to Regents School of Charlottesville. I hereby authorize you to release any of the following applicable records to Regents School: a copy of the complete transcript, current report card, and any standardized test results. Please send all information directly to the Admissions Office at Regents School of Charlottesville.

**Name of Applicant:** \_\_\_\_\_  
*first middle last*

**Date:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_ **Applying to Grade:** \_\_\_\_\_

**Name of Current School:** \_\_\_\_\_

**School Phone:** \_\_\_\_\_

\_\_\_\_\_  
*signature of parent date*

**Administrators:**

Thank you for taking time to complete this evaluation. Regents School appreciates an honest assessment of the above named student. All information will be kept confidential, will not be released, nor will it become a part of the applicant's permanent record. Please return this form with the other materials directly to Regents School of Charlottesville, 3045 Ivy Road, Charlottesville, VA 22903.

\_\_\_\_\_  
Name of School Official (please print) Signature of School Official

\_\_\_\_\_  
Title School

\_\_\_\_\_  
Email Address Telephone

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

**Please submit the following with this recommendation:**

- Current year grades
- Grades from previous three years, if available
- Standardized test scores
- School profile, if available

How well do you know the student academically? \_\_\_\_\_ As a person? \_\_\_\_\_

School serves grades: \_\_\_\_\_ to \_\_\_\_\_ Number of students in entire school: \_\_\_\_\_

How many students are in the entire grade? \_\_\_\_\_

Please comment on the applicant's attitude toward school.

To your knowledge, does the student have any history of conduct or behavior problems?  Yes  No If yes, please explain:

Has this student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanction?  Yes  No  
If yes, please explain:

Does the applicant have a history of any learning disabilities?  Yes  No Does he/she require special assistance to meet academic requirements?

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Additional comments, if needed: