



# Phoenix Country Day School

3901 E. Stanford Dr. • Paradise Valley, AZ 85253 • [www.pcds.org](http://www.pcds.org) • P: 602.955.8200

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## TRANSCRIPT RELEASE

To the parent: Please complete, sign, and submit this form to your child(ren)'s school.

To: \_\_\_\_\_, Registrar or Academic Dean.

\_\_\_\_\_ has applied for admission to grade \_\_\_\_\_  
at Phoenix Country Day School for the academic year \_\_\_\_\_.

Dates of attendance \_\_\_\_\_ to \_\_\_\_\_

**After the first marking period** please email or mail a copy of the complete official transcript (including **the** most recent report card **and last year's full report card**), test scores, and other pertinent academic records to the address below. Please retain a copy of this request in this student's file. If the above named student is admitted and enrolls in PCDS, a final official transcript must also be forwarded.

Admissions Office  
Phoenix Country Day School  
3901 E. Stanford Drive  
Paradise Valley, Arizona 85253  
EMAIL [admissions@pcds.org](mailto:admissions@pcds.org)

I hereby seek release of these records to Phoenix Country Day School in accordance with provisions of the Family Educational Rights and Privacy Act of 1974.

Parent Signature

Date \_\_\_\_\_  
\_\_\_\_\_