



Phoenix Country Day School

3901 E. Stanford Dr. • Paradise Valley, AZ 85253 • www.pcds.org • P: 602.955.8200 • F: 602.381.4554

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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 fax, email, or mail a copy of the complete official transcript (including most recent 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
FAX 602.381.4554
EMAIL 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 _____