



Parental Authorization for Release of Records

To the Parents:

After the completion of the *first semester* of the current school year, please complete this form and take it to your child's current school to authorize the exchange of information. The school will then send the records directly to Porter-Gaud. **Please note that submitting this form prior to the end of the first semester may delay your child's application as we will receive only partial records.**

Applicant's Name _____ Applying for Grade _____
Current School _____ Principal or Registrar _____
School Street Address _____ City _____ State _____ Zip _____
Email for School Contact _____ School Phone _____

I give permission for you to exchange information with Porter-Gaud School concerning my child for admission purposes. Please send the information listed below. I understand that this information will be used in evaluating my child's application and that it will become the confidential property of Porter-Gaud School.

Parent's or Guardian's Signature _____ Date _____

To the School Official:

Prior to the February 6, 2026 application deadline, please email the following records to Kathleen Beck at kbeck@portergaud.edu:

1. The report card for the current school year *through the first semester*
2. The final report card for the *previous school year*
3. Standardized test scores
4. Attendance and discipline records