



Records Release Form 2025 - 2026

Directions: Please fill in the applicable information, sign below, and then give this form to the Registrar of the school you are currently attending.

Please return this form to The Madeira School by August 15th.

Date:	
Name of Current School:	
Current School Address:	
Current School Telephone Number:	
Name of Student:	
Grade in 2024 - 2025:	
Date of Birth:	

Dear Registrar,

This above-named student has enrolled at The Madeira School in McLean, Virginia. She attended your school during the 2024 – 2025 academic year. Please send us the following information:

- Final official transcript (send at the end of your current academic year)
- Test Scores

Your prompt attention to this request is appreciated.

Sincerely,

Shane Kerr

Shane Kerr

College Counseling and School Records Coordinator
The Madeira School

Parental permission for release of records

I hereby give permission for the release of all school records for my daughter.

Parent Signature

Date

Please send transcripts and test scores by AUGUST 15th to:

Shane Kerr

SKerr@madeira.org

School Records Coordinator

The Madeira School

8328 Georgetown Pike

McLean, VA 22102

Telephone: (703) 556-8319