Final Transcript Release Form

Sending School: The below student will be enrolled at Proctor Academy beginning in September 2020. The signature of the parent or guardian indicates permission for the student’s previous school (sending school) to release an official final transcript, testing, and the following two conduct questions by June 30, 2020.

Parent/Guardian: Please complete and send this form to the student’s previous school (not Proctor Academy).

Student’s Full Name ________________________________________________________________

School Attended in Fall of 2020 _______________________________________________________

Printed Name of Parent/Guardian ____________________________________________________

Signature of Parent/Guardian ___________________________ Date: ____________________

Sending School: Please complete the following by a school official (Guidance Counselor or Principal).

Name: ____________________________________________________________________________

Position: __________________________________________________________________________

Name of School: _____________________________________________________________________

School Address: _____________________________________________________________________

School official signature: ___________________________ Date: ____________________

Conduct Questions to be completed by Sending School Official

1. Are there any observed problematic behaviors such as violence, intolerance or anti-social behavior while interacting with peers, teachers or administration that should be explored further by Proctor?
   Yes____ No____ (If yes, please explain on an attached separate sheet of paper.)

2. Has the student ever been suspended or subjected to any school-related or legal disciplinary action?
   Yes____ No____ (If yes, please explain on an attached separate sheet of paper.)

SENDING SCHOOL: Please return this sheet along with the students’ final transcript and testing to:

Proctor Academy
% Registrar
PO Box 500
Andover, NH 03216
OR
Fax (603) 735-6304
OR
Email: transcripts@proctoracademy.org

Thank You!