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 2019/2020** _______________________________________________

**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!