

AAAIS TRANSCRIPT RELEASE AUTHORIZATION (For Rising Grades 1-12)

Instructions to parents/legal guardians: Please complete the top portion of this form and ask the appropriate personnel at the applicant's current school to release the following for your child to the school(s) whose box(es) you have checked below.

- Complete school record for the current year and prior two years

- All standardized test results

- Principal & teacher evaluation forms (if not uploading in Ravenna)

- Complete discipline record

If your child attends a school where records are managed through K12 ScribTransfer (i.e. Atlanta Public, Cobb, Dekalb, Fulton, or Gwinnett):

After you apply to an independent school, that school will request the records listed above through the system. To authorize the release, follow that school's submission process (email, Ravenna, or by submitting this AA AIS Transcript Release Form to each independent school to which your child is applying).

Applicant's Name: _____ **Applying to Grade:** _____
(First) (Middle) (Last)

Current School: _____ **School Phone Number:** _____

School Address: _____

I, the undersigned, authorize you to release to the school(s) checked below a **certified copy** of my **child's complete transcript (including grades, credits, discipline record, and all standardized test results for the current year and two years prior)**. I also authorize you to send all end-of-year scores immediately upon availability. I understand that the school record, end-of-year scores, and the principal and teacher evaluation form(s) become the confidential property of the school(s) and are not subject to parental review.

Signature of Parent or Legal Guardian

Date

IMPORTANT - SCHOOLS PLEASE READ

The Atlanta Area Association of Independent Schools (AA AIS) has created common transcript release and evaluation forms to make your efforts easier. These forms are to be used for applicants to Grades 1-12. **If a school has an asterisk next to their name, they prefer all documents (including transcripts) be uploaded through Ravenna, or other online portal, rather than mailed. Schools listed with an email address prefer all documents to be emailed, and schools with an asterisk and email address prefer all documents to be uploaded to Ravenna, or other online portal, or emailed.**

- | | | | |
|--|--|--|--|
| ☐ Academe of the Oaks
146 New St.
Decatur, GA 30030
info@academeatlanta.org | ☐ Greater Atlanta Christian School*
1575 Indian Trail Rd.
Norcross, GA 30093
admissions@gac.org | ☐ Porter Academy
200 Cox Rd.
Roswell, GA 30075
brichard@porteracademy.org | ☐ The Heritage School *
2093 Highway 29 N.
Newnan, GA 30263
admissions@heritageschool.com |
| ☐ Academy of Scholars
5096 Panola Industrial Blvd Decatur,
GA 30035
admissions@academyofscholars.com | ☐ Heritage Preparatory School *
1700 Piedmont Ave.
Atlanta, GA 30324
registrar@heritageprep.org | ☐ Springmont *
5750 Long Island Dr. NW Atlanta,
GA 30327
admission@springmont.com | ☐ The Howard School
1192 Foster St. NW
Atlanta, GA 30318
dbrantley@howardschool.org |
| ☐ Arbor Montessori School
2998 Lavista Rd.
Decatur, GA 30033
enrollment@arbormontessori.org | ☐ High Meadows School *
1055 Willeo Rd.
Roswell, GA 30075
pvolrath@highmeadows.org | ☐ St. Benedict's Episcopal School *
2160 Cooper Lake Rd.
Smyrna, GA 30080
admissions@stbs.org | ☐ The Lovett School *
4075 Paces Ferry Rd. NW
Atlanta, GA 30327
admission@lovetts.org |
| ☐ Athens Academy
1281 Spartan Ln.
Athens, GA 30606
admissions@athensacademy.org | ☐ Holy Innocents Episcopal School *
805 Mt. Vernon Hwy. NW
Atlanta, GA 30327
katie.patrick@hies.org | ☐ St. Francis (K-8)
9375 Willeo Rd.
Roswell, GA 30075
mweiss@sfschools.net | ☐ The Paideia School *
1509 Ponce de Leon Ave.
Atlanta, GA 30307
admissions@paideiaschool.org |
| ☐ Atlanta International School
2890 North Fulton Dr.
Atlanta, GA 30305
admission@aischool.org | ☐ Holy Spirit Preparatory School *
4449 Northside Dr.
Atlanta, GA 30327
admissions@holyspiritprep.org | ☐ St. Francis (9-12)
13440 Cogburn Rd.
Milton, GA 30075
bbryan@sfschools.net | ☐ The Walker School *
700 Cobb Pkwy N.
Marietta, GA 30062
admissionforms@thewalkerschool.org |
| ☐ Ben Franklin Academy
1585 Clifton Rd. NE
Atlanta, GA 30329
bfa@benfranklinacademy.org | ☐ Marist School *
3790 Ashford Dunwoody Rd. NE
Atlanta, GA 30319
admissions@marist.com | ☐ St. Martin's Episcopal School *
3110-A Ashford Dunwoody Rd.
Atlanta, GA 30319
aboyer@stmartinschool.org | ☐ Trinity School *
4301 Northside Pkwy. NW Atlanta,
GA 30327
admissions@trinityatl.org |
| ☐ Blessed Trinity Catholic School
11320 Woodstock Rd
Roswell, GA 30075
mmiller@btcatholic.org | ☐ Mills Springs Academy
13660 New Providence Rd.
Alpharetta, GA 30004
admissions@millsprings.org | ☐ St. Pius X Catholic High School *
2674 Johnson Rd. NE
Atlanta, GA 30345
mwack@spx.org | ☐ Wesleyan School *
5405 Spalding Dr.
Peachtree Corners, GA 30092
admissions@wesleyanschool.org |
| ☐ Cumberland Academy of Georgia
650-A Mt. Vernon Hwy. NE Atlanta,
GA 30328
admissions@cumberlandacademy.org | ☐ Mount Vernon School *
510 Mount Vernon Hwy. NE
Atlanta, GA 30328
admissions@mountvernonschool.org | ☐ The Children's School *
345 10th St. NE
Atlanta, GA 30309
admission@tcsatl.org | ☐ Westminster *
1424 West Paces Ferry Rd. NW
Atlanta, GA 30327
documents@westminster.net |
| ☐ Eaton Academy
1000 Old Roswell Lakes Pkwy.
Roswell, GA 30076
mcohan@eatonacademy.org | ☐ Notre Dame Academy
4635 River Green Pkwy.
Duluth, GA 30096
admissions@ndacademy.org | ☐ The Friends School of Atlanta *
862 S Colombia Dr.
Decatur, GA 30030
agarrett@friendsschoolatlanta.org | ☐ Whitefield Academy *
1 Whitefield Dr. SE
Smyrna, GA 30126
admissions@whitefieldacademy.com |
| ☐ GRACEPOINT School
570 Piedmont Rd.
Marietta, GA 30066
kyle.bice@gracepointschool.org | ☐ Pace Academy *
966 West Paces Ferry Rd.
Atlanta, GA 30327
documents@paceacademy.org | ☐ The Galloway School *
215 Chastain Park Ave. NW
Atlanta, GA 30342
admissions@gallowayschool.org | ☐ Woodward Academy
1662 Rugby Ave.
College Park, GA 30337
admissions@woodward.edu |
| | ☐ Pinecrest Academy
955 Peachtree Pkwy.
Cumming, GA 30041
admissions@pinecrestacademy.org | | |