Bay Area Independent High Schools
Transcript Release and Confidentiality Form 2016-2017

Applicant name: Joanna Lovett  Preferred Name:  Grade Applying For: 9

- The Athenian School*  - International High School
- Bayhill High School  - Jewish Community High School of the Bay*
- The Bay School of San Francisco*  - Kehillah Jewish High School*
- Bentley School*  - Lick-Wilmerding High School
- The Branson School  - Marin Academy*
- Castilleja School*  - The Marin School*
- The College Preparatory School*  - Maybeck High School
- Convent of the Sacred Heart High School  - Menlo School*
- Crystal Springs Uplands School*  - Mid-Peninsula High School*
- Drew School*  - The Nueva School*
- The Harker School*  - Orinda Academy*
- Head-Royce School*  - Sacred Heart Prep, Atherton*
- San Domenico High School  - San Francisco University High School*
- San Francisco Waldorf High School*  - Santa Catalina School
- Jewish Community High School of the Bay*  - Stevenson School
- Lick-Wilmerding High School  - Stuart Hall High School
- Marin Academy*  - The Urban School of San Francisco*
- The Marin School*  - Waldorf High School of the Peninsula
- Maybeck High School  - Woodside Priory School*
- Menlo School*  - York School
- Mid-Peninsula High School*  -

*Indicates schools that use Ravenna Solutions

* These schools accept transcripts and recommendations through Ravenna Solutions, see submission instructions below. All other schools do not receive records submitted through Ravenna.

To the Applicant: Please email a completed and saved copy of this form to your child's current school's office. Official transcripts must come directly from your school.

Attention: If you wish, this form and the recommendations can be printed, signed, and given to the appropriate parties with a stamped envelope for each of the schools listed above to which you are applying.

To the Parent/Guardian: Please read, print your name, and then check the box.

Applicant Name: Joanna Lovett  Current Grade: 8

To (Name of Current School):

For the student named above, I authorize the release of school records, including an official transcript of all grades for the past two years as well as the results of academic testing by checking the box by my name. I acknowledge that I waive my right to read the confidential teacher recommendations and the school report. By signing this form below, this serves as my signature and becomes a binding contract.

☐ Parent or Guardian Signature_________________________ Date__________________

To Applicant's Current School: Please send this student's official transcript for the past two years (2015-2016; 2016-2017). This should include all grades earned for the courses to date, attendance, the scores for aptitude and achievement tests, and first semester grades for the current year as soon as they become available. Please note that a copy of this form should be included with transcripts.

Sending transcripts

Schools that are not using Ravenna will need to have transcripts mailed to the school(s) directly.

Schools marked with an asterisk in the list above accept transcripts and recommendations through Ravenna. Transcripts must be submitted using one of the two methods below.

METHOD 1: Transcripts are submitted as electronic files and uploaded through Ravenna Solutions. If your school does not already have an Ravenna account, a complimentary school account for file upload can be created by contacting customercare@ravennasolutions.com.

METHOD 2: Transcripts are mailed in hard copy to Ravenna Solutions. Hard copy mailings must include a copy of this form and should be directed to the address below. If you chose to submit paper documents please do not use staples.
If you mail documents via METHOD 2, please include the following information for at least one applicant per mailing:

School Address:
School Registrar:
Contact info (phone or email) for registrar:

**Note to Registrar:** In order to avoid duplicating your efforts, we ask that records not be sent until first trimester or second semester grades are completed. If your school term ends after the application deadline, please send 2016-2017 grades as soon as possible after second quarter has ended or after the second trimester has ended.

Thank you for your assistance. Should you have any questions, please contact the school to which this candidate is applying.