

# TRANSCRIPT REQUEST

Montgomery Bell Academy  
4001 Harding Road  
Nashville, TN 37205

Telephone: 615-369-5311  
Fax: 615-369-5316  
Web site: [www.montgomerybell.edu](http://www.montgomerybell.edu)  
E-mail: [admission@montgomerybell.edu](mailto:admission@montgomerybell.edu)

## ATTENTION: PARENT

*The student information section of this form should be completed by applicant's parent or guardian and then delivered to the office at the applicant's current school. An appropriate school administrator is asked to comment on the student's citizenship and classroom behavior, then sign and return this form along with the necessary school records.*

Student's Full Name: _____	Current Grade: _____
Address: _____	Home Phone: _____
Date of Birth: _____	
Parents' Names: _____	Work Phone: _____
Current School: _____	School Phone: _____

As his parent/guardian, I hereby grant permission for the proper school authorities to release a copy of his school records to the Admission Office at Montgomery Bell Academy. Please include the following parts of my son's record:

- Transcript / report cards
- Grades from the first semester of this year
- Results of Standardized Testing
- Official Administrative Record (name, address, date of birth, attendance)
- Teacher or Counselor Comments
- Disciplinary Records (including records of behavior as well as records relating to withdrawal and/or dismissal)
- Transcript Request Form

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## ATTENTION: SCHOOL ADMINISTRATOR

*The student named above has applied for admission to Montgomery Bell Academy. In order to process his application, MBA needs the above-mentioned official school records.*

*We would appreciate your comments on the student's citizenship and classroom behavior. (The back of this form may be used if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of School Administrator*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Position at School*

\_\_\_\_\_  
*School*

### **Please return to:**

Director of Admission and Financial Aid • Montgomery Bell Academy • 4001 Harding Road • Nashville, TN 37205

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