



MID-YEAR TRANSCRIPT REQUEST

DATE _____

Parent: Please complete and give this form to your child's school.

TO (Current School) _____

NAME OF STUDENT _____

Address _____

City/State/Zip _____

DATE OF BIRTH _____ Current Grade _____

The above named student has applied for admission to Overbrook School. **AN OFFICIAL SCHOOL TRANSCRIPT WHICH INCLUDES THE 1ST SEMESTER GRADES SHOULD BE SUBMITTED TO THE DIRETOR OF ADMISSIONS AT YOUR EARLIEST CONVENIENCE.**

Please send the following:

- 1) Standardized test scores
- 2) Report cards - including at least 3 years (if applicable)
- 3) Immunization records/health

Submit to:

OVERBROOK SCHOOL
Director of Admissions
4210 Harding Road
Nashville, TN 37205

Thank you in advance for returning the requested transcript as promptly as possible.

NB New Federal Law 99.31 - no parent signature is required for educational records sent to another educational agency.

Transcript Request Mid Year/Revised 6-2006