



REQUEST FOR RECORDS AND PRINCIPAL/COUNSELOR RECOMMENDATION

TO THE PARENT

Please print the student's name, current school and grade, sign and date below, and give this form to your school.

Student name _____

Current school _____ Current grade _____

I hereby authorize the above-named school to release records regarding my child to The Miami Valley School.

Parent signature _____ Date _____

TO THE PRINCIPAL OR COUNSELOR

The student named above has applied for admission to The Miami Valley School. MVS is an academically rigorous college-preparatory day school offering grades pre-kindergarten through twelve. Emphasis is placed on academic achievement and active involvement in the school community.

The MVS admission committee places considerable weight on the academic and personal qualifications of each applicant. Your records and feedback are vital to our process.

Please forward the following to MVS, as applicable:

- A school transcript (for at least the last few years if available)
- This year's course of study with any current grades
- An indication of any honors or advanced classes in which this student has been enrolled
- A complete record of any standardized testing
- An indication of any special accommodations in place with relevant IEP, ETR, 504 plan, etc. included
- Attendance and discipline records

If you know this student, please let us know how long you have known the student and how strongly you recommend this student for admission to MVS. Please send your thoughts, including impressions of this student's strengths and weaknesses, to anne.dettmer@mvschool.com or to the address below. Elements to consider include this student's academic potential, intellectual curiosity, initiative, involvement in school affairs, and integrity. Your comments and evaluation are used for admission purposes only and will not become part of the student's permanent school record should the student be admitted. Furthermore, the family has no access to this recommendation, which is held in the strictest confidence. We appreciate your input.

Thank you for taking your valuable time to gather and forward the student's records and to send us your recommendation, as applicable. In your communication to MVS, please be sure to include your name, title, school name, email, and phone number. Please note this is not a request for transfer of records, which would come after the student enrolled at MVS.

Please return records and recommendation electronically to caitlin.lewis@miamivalleyschool.org (preferred) or by paper copy to the Admissions Office, The Miami Valley School, 5151 Denise Drive, Dayton, OH 45429.

937-434-4444
fax 937-434-1033

www.MiamiValleySchool.org