

REDWOOD DAY SCHOOL

Records Release  
For Applicants to 2<sup>nd</sup>- 8<sup>th</sup> Grades

**Parents & Guardians:**

Please sign the completed form and submit it to the registrar or records office at your child's current school. This signed form must be submitted directly to the current school by the student's parent or legal guardian so that the current school has permission to send copies of student records to Redwood Day School.

Name of Student: \_\_\_\_\_  
First Middle Last

Student's current grade: \_\_\_\_\_

Student's current school: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
Date

Parent/Guardian Name (printed): \_\_\_\_\_

**Registrar/School Office:**

Please release and mail a *copy* of all progress reports from the past two years and all standardized testing to:

Admissions Office  
Redwood Day School  
3245 Sheffield Avenue  
Oakland, CA 94602

Thank you for your assistance. Should you have any questions, please contact the Admissions Office at the numbers below.

Cheryl Ting, Director of Admissions  
510-534-0804, ext. 222, [cting@rdschool.org](mailto:cting@rdschool.org)

Katrina Lappin, Associate Director of Admissions  
510-534-0804, ext. 224, [klappin@rdschool.org](mailto:klappin@rdschool.org)