



**The Chapin School**  
**100 East End Avenue**  
**New York, NY 10028**  
**212-744-2335      212-628-2126 (fax)**  
**Email: [LSadmissionsreports@chapin.edu](mailto:LSadmissionsreports@chapin.edu)**

**PERMISSION TO RELEASE RECORDS FORM**

Please submit this form to the staff at your daughter's school so that the school will send us her report

Name of Candidate: \_\_\_\_\_

Applying to: Kindergarten

Current School: \_\_\_\_\_

School Address: \_\_\_\_\_

I give my permission to release a copy of my daughter's school report.

\_\_\_\_\_  
Signature of Parent or Guardian

To The School:

Please send us a school report for the above named applicant. It will be used only in the admissions process, and all information will be treated confidentially. We require that all school reports be submitted no later than January 15<sup>th</sup>. Thank you.

Dianne Williams  
Director of Lower School Admissions