

90825



## St. Margaret's Episcopal School

*Educating the hearts and minds of young people for lives of learning, leadership and service*

### Transcript Request Form for 2016-2017

#### Parent/Guardian Information

Please print and complete. **Submit this form to your child's current school** well in advance of the **MONDAY, FEBRUARY 1, 2016** application deadline. Applicants are required to provide the Office of Admission with academic records from the *two previous school years*, as well as 1<sup>st</sup> semester grades for the 2015-2016 school year.

Applicant's Full Name: **Ge Gao**

Date of Birth: **2001-11-26**

Current School: **Rolling Hills Country Day School**

Applying for Grade: **9**

*I hereby authorize the release of my child's records to St. Margaret's Episcopal School.*

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

#### Current School Information

The student listed above is a candidate for admission to St. Margaret's Episcopal School. Please send the following items to St. Margaret's on or before the **Monday, February 1, 2016** application deadline. *Thank you.*

- Transcripts or report cards for previous two (2) years - 2013-2014 and 2014-2015
- Standardized test results
- 1st semester grades for the 2015-2016 school year (may be sent later)

#### Submitted by School Official:

Name (please print)

School Name

Signature

Title

Email

Phone

Date

#### Directions for School Official - How to Submit Requested Documents:

1. **Upload to: your Ravenna ADMIT repository account.** You can sign up for a free account that will allow you to easily upload and manage all documents at <http://program.ravennasolutions.com/ravenna-admit-repository-account-signup/>. (preferred method)
2. Email to: [admission@smes.org](mailto:admission@smes.org).
3. Fax to: (949) 429-0789.
4. Mail to: Office of Admission, St. Margaret's Episcopal School, 31641 La Novia Avenue, San Juan Capistrano, CA 92675.

Any questions, please feel free to contact the Office of Admission at (949) 661-0108 ext.1248 or [admission@smes.org](mailto:admission@smes.org).

*St. Margaret's Episcopal School is an independent, coeducational, college preparatory day school serving students in preschool through grade twelve. St. Margaret's Episcopal School does not discriminate on the basis of gender, race, color, religion, sexual orientation or national and ethnic origin in the administration of its educational, admission, financial aid, hiring and athletic policies or in other school-administered programs.*

