



1324 18th Street, Northwest
Washington, DC 20036

Telephone: (202) 785-2877 • Facsimile: (877) 304-8179 • Email: mainoffice@emersonprep.net

John Glick, Head of School

Jon Shickler, Associate Head of School

Request for Transcript to be Released TO Emerson Preparatory School

Date of Request: _____

Requesting Transcript from:

_____ School Name

_____ Address

_____ City State Zip

I authorize _____ to release the official transcript and all other
Name of School

available academic records to the Emerson Preparatory School for my student

_____ who attended your school from _____.
Name of Student Dates of Attendance

Signature of Parent/Legal Guardian: _____
Sign

Printed Name of Parent/Legal Guardian: _____
Print

Please have the school send the official transcript to:

Emerson Preparatory School
1324 18th Street., NW
Washington, DC 20036
Phone: 202-785-2877
Fax: 877-304-8179