



## SCHOOL RECORD/TRANSCRIPT REQUEST

**Dear Parents,**

Please complete the top section and give this form to your child’s Program Director or School Office with an envelope addressed to Brookwood School, Admissions Office, One Brookwood Road, Manchester, MA 01944. It can also be emailed to [admissions@brookwood.edu](mailto:admissions@brookwood.edu). By signing this form, you are giving permission for Brookwood’s Admissions Office to keep a digital copy of these forms on GSuite. Should you have any questions or concerns, please contact the Admissions Office directly.

Student’s Name: \_\_\_\_\_

Director of School Office Name: \_\_\_\_\_

Please send a copy of my child’s records, reports (including last 2 years and current year), and any standardized or other test results to Brookwood School in the enclosed envelope or via email.

Parent Signature: \_\_\_\_\_

\*\*\*\*\*

**Dear School,**

Thank you for completing this records request. For the above-named student, please send a copy of his/her records, reports (including last 2 years *and* current year), and any standardized or other test results to Brookwood School in the enclosed envelope or email digital copies to [admissions@brookwood.edu](mailto:admissions@brookwood.edu) as soon as possible. If you have any questions or concerns, please feel free to call me at (978) 526-4500. Thank you for your time.

Sincerely,

Lindsay C. Murphy  
Director of Admissions