



Consideration of evaluations from current academic teachers is a critical part of our admission process. All information submitted in connection with a student's application to Pine Cobble School, including teacher recommendations and school records, are reviewed by the Admission Committee only; they do not become part of the student's permanent file, and they are not shared with the student or the student's parents.

To preserve confidentiality, Pine Cobble School requests that all recommendations and records be sent directly from the current school to Pine Cobble School. Please email your completed recommendation form to Associate Director of Admissions, Sue Gundrum: s.gundrum@pinecobble.org, or submit completed recommendations by fax: 413-458-8174.

REQUEST FOR SCHOOL RECORDS

To the Parent or Guardian:

Please fill in the information below and submit this request to the Principal/Head's Office at the school where your child is currently enrolled.

Student Name: _____

Current Grade: _____

I authorize the release of copies of all records and information about the above-named student, including current grades, reports for the past three years, standardized test results, psycho-educational evaluations, and any other relevant information. Please send copies of the above information to:

Director of Enrollment
Pine Cobble School
163 Gale Road
Williamstown, MA 01267

Signature of Parent or Guardian

Date

Print name of Parent or Guardian

Thank you for your cooperation.