

**Transcript/Report Card Request  
Grades 2-12**

**The Pingry School**  
Lower School K-5  
Tel 908.647.6419  
Fax 973.379.1861

 **The Pingry School**  
Middle & Upper Schools 6-12  
Tel 908.647.6419  
Fax 908.647.4395



**Email: K-5admissions@pingry.org    Email: 6-12admissions@pingry.org**

**To the Applicant's Parent(s) or Guardian(s)**

Please complete, sign, and submit this form to the principal, director, division head, or guidance counselor at your child's current school. The Pingry School considers all information provided by an applicant's school and teachers as confidential. This form will be considered invalid if not sent directly to Pingry by your child's school.

Name of Applicant \_\_\_\_\_ Current Grade \_\_\_\_\_

Current School \_\_\_\_\_ School Phone \_\_\_\_\_

School Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permission to release this information is granted by: \_\_\_\_\_

Signature of Parent(s) or Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

**To the School**

This student is an applicant for admission to The Pingry School. *After the first marking period of the current year, but no later than **January 10***, please send the following academic and testing information to the Short Hills Campus Admission Office for Grades K-5 (K-5admissions@pingry.org) or the Basking Ridge Campus Admission Office for Grades 6-11 (6-12admissions@pingry.org):

- This Transcript/Report Card Request form (Note: This form must be submitted directly to Pingry by your child's school).
- Final report card from the previous two years (Grades 3-12) and from the one prior year (Grade 2)
- Report card for at least one marking period of the current year
- Any standardized testing results from the current and previous two years

***Please Note: We prefer that all transcripts/reports cards be sent electronically to the email addresses listed above. Any questions, please contact the appropriate Admissions Office.***

Your Name (please print) \_\_\_\_\_

Mr.     Mrs.     Ms.     Dr.     Other: \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Pingry School complies with all applicable laws regarding discrimination and does not discriminate on the basis of race, creed, gender, color, sexual orientation, or national or ethnic origin in the administration of its educational policies, admissions, tuition assistance, and other school-administered programs.*