



BERKSHIRE SCHOOL TRANSCRIPT RELEASE AUTHORIZATION

Parents: Please fill out and save this form to your computer.
Once saved, send completed form to your child's current school **before** the conclusion of the school year.

Student Name (Legal First and Last): _____

Date of Birth (month/day/year): _____ **Enrolled in Grade:** _____ for 2024-25 school year

Parent Name (printed): _____ **Parent Signature:** _____

Date: _____ **If student has turned 18, Student Signature:** _____

My child has enrolled in Berkshire School for the 2024-2025 school year. Please send official documents as noted below **by July 15** (or earlier if possible).

- (1) **Official final transcript** (Grades 9-12, as completed) with year-end grades and credits (**must include signature of school official, school seal, and date**). If student has graduated from your school, please also include date of graduation.
- (2) **For students entering Grade 9**, please include a final transcript from Grade 8.
- (3) **Any standardized test scores** from the 2023-24 school year.

Please **DO NOT send cumulative records. If received, these records will be returned to the previous school.**

Please mail (or email) official transcripts (no cumulative records) **by July 15** to:

Registrar
Berkshire School
245 N. Undermountain Road
Sheffield, MA 01257
transcripts@berkshireschool.org

For International Families only, please request an official final transcript **and** a certified English translation from grades 9-12 completed). Both the original language transcript and translation are required for official record keeping. Berkshire School can only give full credit as appropriate for the high school level work completed with full documentation. These records are vital as they will also be sent to colleges and universities during the college application process. **International families should send transcripts in PDF format to transcripts@berkshireschool.org and lmcgovern@berkshireschool.org. International students bring the original transcript and translation to registration in September.**

Thank you kindly for your help with this request.