Transcript Release Form

To the Parent/Guardian: Please print or type your student's name in the space below and then give this form to your student's current Principal, Guidance Counselor, or Head of School. Your signature below grants your permission for the school to send the requested information to Morristown Beard School.

Your student's application will not be considered complete until receipt of official records by our office.

Name of Student: _____

Applying for Grade: _____

Signature of Parent/Guardian _____**Date** _____

School Administrator Name (please print) _____

To the Head of School, Principal, or Guidance Counselor: The student named above is an applicant for admission to Morristown Beard School. Please submit the following school records using one of the three methods below. *If the student enrolls at Morristown Beard School, this document allows the release of the student's final official transcript.*

1. Complete Official Transcript
    a. Current year's report card or progress report (2026-27)
    b. 2025-26 Grade Report
    c. 2024-25 Grade Report
2. Achievement or State Test Scores, as applicable
3. Disciplinary Records, if applicable

METHOD 1 - Electronic Submission: Materials can be submitted as electronic files. Please email transcripts as attachments to admission@mbs.net.

METHOD 2 - Fax Submission: Materials can be submitted by fax. Please fax transcripts to 973-539-1590 to the attention of the Morristown Beard School Admission Office.

METHOD 3 - Hard Copy Submission: You may mail documents, along with a copy of this form, to the address below. If you choose to submit paper documents, please do not use staples.

Morristown Beard School
70 Whippany Road
Morristown NJ 07960
Attn: Admission Office