



The Kinkaid School
Office of Admission and Enrollment Management

Transcript Release Form

Attention Parents/Guardians:
Please send this form to your child's current school.

Applicant's Name

Grade Applying For

Current School

Date

Signature of Parent of Guardian

Attention Current School:

Please send a copy of the transcript (report cards) that includes **complete** grades for the current fall semester and any standardized test scores to The Kinkaid School Office of Admission and Enrollment Management.

Transcripts must include:

For Rising Grades 1st and 2nd: Complete current fall semester grades and any additional grades from the previous year

For Rising Grades 3rd – 12th: Complete current fall semester grades and grades from the previous 2 years

Please send records to The Kinkaid School Office of Admission and Enrollment Management by:

January 17, 2025 for rising Grades 1st – 4th

January 15, 2025 for rising Grades 5th – 12th

EMAIL TO:
admission@kinkaid.org

ADDRESS TO:
The Kinkaid School
Attn: Office of Admission and Enrollment Management
201 Kinkaid School Drive
Houston, TX 77024