Requesting Records for Private School Applications 2026-2027

If you are applying to a private school and need PS29 to submit your child's records, please follow these steps:

1. **Complete each private school's records request form.**
   Each school has its own form outlining the specific records and documents required.
2. **Complete the PS29 Requesting Records Overview.**
   Please list **all schools to which your child is applying.** This form allows PS29 to track each request and helps ensure that no school or required document is overlooked.
3. **Submit your completed paperwork to PS29.**
   Attach the **PS29 Requesting Records Overview** to the individual school request forms. You may:
   - Place the paperwork in the **designated box at the security desk**, or
   - Email the completed forms to **Dpender@ps29bk.org**.
4. **PS29 will submit the records directly to each school.**
   Records may be sent by **email, fax, or through the Ravenna Repository**, when applicable. Please include the correct submission information for each school on the PS29 Requesting Records Overview.
5. Please be sure to follow up with each Private/Independent School to ensure that the documents have been received.

Using Ravenna

If you choose to use the **Ravenna Repository**, you may be asked to identify a **Delegate**.

Please list:
Dawn Pender
Dpender@ps29bk.org

This will ensure that the Ravenna request is sent directly to Dawn Pender for processing.

Important Note About First Semester Report Cards

PS29 will send all currently available requested records to the schools on your list. **First semester report cards are not available until January 11th.** Once they become available, we will send the report card to the schools listed on your Requesting Records Overview.

Please let the schools you are applying to know that the **first semester report card will be submitted separately the week of January 11th**.

Requesting Records Overview: Private Schools

Child's Name:	OSIS #:
Current Class:	Last Year's Class:
Parent Name:	Phone:
Parent Email:	Today's Date:

Please complete the information below for **each private school** to which you are applying and requesting records from PS29. For **each school**, be sure to provide an **email address, fax number, or indicate if records should be submitted through Ravenna—either through a Delegate request or directly to the Ravenna Repository**.

School	Please explain how to submit (choose one) • Fax # • Email Address • Delegate Request • Ravenna Directly	Comments	Date Expected	School Use Date Sent