

REQUEST FOR RECORDS



PARENTS:

Please complete the bottom portion of this form and submit it to the registrar at your child's school at the end of the first grading period. Be sure you sign the bottom of the form before submitting it to the registrar.

TO BE COMPLETED BY THE REGISTRAR:

Dear Registrar:

The student listed below has applied for admission to University Prep. Please send a copy of the complete student record, including a transcript of grades, report cards and/or comment sheets, including those for the current school year as well as the past two years, all standardized test scores, any psychological or educational assessments, and IEP or 504 plans by the end of January 2011.

In addition, for applicants to grades 8 -12, please also provide:

- Proof of completion of Washington State history course (for out-of-state applicants: proof of state history course)
 - Yes, student will have completed a state history course by the end of the 2010-2011 school year.
 - No, student will not have completed a state history course by the end of the 2010-2011 school year.
- List of applicant's intended courses of study (with credit equivalents) for the remainder of the current school year

Please send a copy of the documents listed above to:

Admission Office
University Prep
8000 25th Avenue NE
Seattle, WA 98115

- Please check here if the student has ever been suspended from school.
- Please check here if the student has ever been expelled from school.

Please explain:

If you have questions regarding this request, please contact admissionoffice@universityprep.org or 206.523.6407.

Name of Registrar (please print)

Registrar's phone and e-mail

TO BE COMPLETED BY THE PARENT OR GUARDIAN:

Student Name Current Grade Birth date

Present School

Address

City/State/Zip

Under the provisions of Public Law #93-380, I hereby give permission to release the information requested above.

Parent or Guardian Signature Date
