

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.

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 2008-2009 school year.
 - No, student will not have completed a state history course by the end of the 2008-2009 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 _____