



# Request for Records or Transcript

Puget Sound Independent Schools member schools are either accredited by or pursuing accreditation through the Northwest Association of Independent Schools (NWAIS). Each of us shares a commitment to a strong academic curriculum in a supportive atmosphere, and we all seek a student body representative of the diverse populations in the Seattle and Tacoma areas. In addition, we all have need-based financial aid programs. With this in mind, we share a common evaluation form in order to assess candidates for admission to our respective institutions. Any school receiving this form may, at the family's request, send it to the admissions office of another participating school.

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

In compliance with the "Family Education Rights and Privacy Act of 1974," I respectfully request that you send all confidential and cumulative records to the schools marked below. Further, I hereby give permission for you to release the school records listed to the schools I have applied to through Ravenna-hub, and to Ravenna Solutions as provider of these school's application processing service. Schools receiving these records use them for the purpose of evaluating applicants for admission to their school.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Parents/Guardians:

- Fill in your child's name, date of birth, and sign this form to authorize your current school to release records.
- Give your current school a list of schools you wish to deliver transcripts to.

### Registrar:

Thank you in advance for helping us get to know this applicant.

- Please complete the Registrar's information below:

Name of School:

\_\_\_\_\_

Printed Name of Registrar:

\_\_\_\_\_

Contact Information:

phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

- Submit the following to each school requested by the parents:

1. **Progress Reports or Report Cards from the current academic year.**
2. **Progress Reports or Report Cards from the previous two academic years, if applicable.**
3. **Attendance records.**
4. **Results of Standardized testing.**

Has this student had any disciplinary issues at your school?  Yes  No