



Student is applying for Grade
(Check One)
9 10 11 12

Records/Transcript Request Form

***This form is confidential and will be used solely for admissions and placements.
Only the transcript will become part of the student's permanent record.***

APPLICANT: Please complete this page and give the entire form to your school principal. He/she will return it, along with a **copy** of your official transcript/permanent record, standardized test scores, and report cards from the last two years, directly to Tri-Cities Prep. **Please do not send originals of the student's records unless requested to do so.**

TO BE COMPLETED BY APPLICANT

Student Name _____
Last First Middle Preferred Name

Address _____
Street City State Zip

Current School _____ Current Grade Level _____

Parent/Guardian _____ Phone (H) _____ (W) _____

Parent/Guardian _____ Phone (H) _____ (W) _____

I hereby give permission for my daughter/son's transcript to be forwarded to Tri-Cities Prep

Parent/Guardian Signature

Date

CHECKLIST

Along with this form, please forward **copies** of the following items to Tri-Cities Prep as indicated by the parent/guardian above.

____ Official transcript

____ Standardized test scores

____ Report cards from the last two years (including most recent report card)

MAIL OR FAX FORMS TO:

Tri-Cities Prep Admissions
9612 St. Thomas Drive
Pasco, WA 99301

Telephone (509) 546-2465 / FAX (509) 546-2490

INFORMATION ON REVERSE SIDE OF FORM TO BE COMPLETED BY THE PRINCIPAL OR DESIGNEE

TO BE COMPLETED BY THE OFFICE OF THE PRINCIPAL

Please complete this confidential form as accurately as possible and sign at the bottom of this page. Please send this completed form, along with a **copy** of the student's official transcript/permanent record, standardized test scores, and report cards from the last two years, to Tri-Cities Prep, as indicated by the applicant on the previous page.

Name of person completing form _____

Position _____

School _____ Telephone _____

How many years has the applicant attended your school? _____

This year, how many times has the applicant been absent? _____ Tardy? _____

In the last three years, has the applicant ever been suspended? _____ Expelled? _____

In the last three years, has the applicant ever been on disciplinary probation? _____ Yes _____ No

Does the applicant's family meet contractual obligations in a timely fashion? _____ Always _____ Mostly _____ Rarely

Are the parents/guardians actively involved in the school community? _____ Always _____ Mostly _____ Rarely

Do the parents/guardians demonstrate respect for all members of the school community? _____ Always _____ Mostly _____ Rarely

If any of the following are relevant to this student, please provide a detailed explanation (*Please print clearly or attach a computer-generated response*):

Has this student ever had any history of placement in special education programs?

Has this student ever had any past, current, or pending disciplinary action?

Has this student ever had any past, current, or pending record of violent or criminal behavior?

Has this student ever had any past, current, or pending situation of threats or bullying against others?

Has this student ever has any past, current, or pending situations of weapons violations?

Has this student ever had any health conditions affecting the student's education needs?

I would like a telephone conference to provide further information: _____ NO _____ YES

Best time to call: _____ Phone Number to call: _____

Principal's Signature

Date