

transcript request authorization form

3401 SW MYRTLE ST
SEATTLE WA 98126
GUADALUPE-SCHOOL.ORG



Application for school year _____ Student is applying for grade _____

Requested enrollment date (if mid-year) _____

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

Please complete this page and give the entire form to your current school principal. He/she will return it, along with a copy of your child's official transcript/permanent record, standardized test scores, report cards from the preceding two years, grades/progress reports from the current year, and disciplinary history directly to Our Lady of Guadalupe School.

To be completed by parent/guardian of student applicant

Student name _____
First Last Middle Preferred

Address _____
Street City Zip code

Home phone _____ Sex F M Date of birth ____ - ____ - ____

Current school _____
Name Address

Parents/Guardians:

Name Phone number(s) Email

Name Phone number(s) Email

I hereby give permission for my child's school records to be forwarded to Our Lady of Guadalupe School and for OLG Staff to contact the current school for clarification or further information to assist in the enrollment and placement process.

Parent/guardian signature

Date

To be completed by the office of the Principal of current school

Please complete this confidential form as accurately as possible and sign at the bottom of this page. Please return the completed form along with a copy of the student's official transcript/permanent record, standardized test scores, report cards from the preceding two years, grade/progress reports for the current year, and disciplinary history to Our Lady of Guadalupe School.

Name of person completing form _____

School _____ Position _____

Telephone _____ Email _____

How many years has the student attended your school? _____

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

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

If yes, please include disciplinary history.

Has the child had outside support such as counseling, academic or behavioral assessments? Yes _____ No _____

Please give your appraisal of the student's academic strengths/weaknesses and work ethic. Indicate any unique talents, personal qualities or special circumstances. Be sure to describe special accommodations or modified curricula needed in the classroom. Attach additional pages as necessary.

I would like a telephone conference to provide additional information. Yes _____ No _____

Best time to call _____ Phone number _____

Along with this form, please forward the following items to Our Lady of Guadalupe School:

- Official transcript/permanent record
- Standardized test scores
- Report cards from preceding two years
- Grades/progress reports for current year
- Disciplinary history (if applicable)
- IEP or 504 plan (if applicable)

Please return all materials to Our Lady of Guadalupe School, Attn: Registrar. Thank you!