



REQUEST FOR SCHOOL RECORDS

APPLICANT'S NAME:

APPLYING FOR GRADE:

INSTRUCTIONS FOR PARENTS/GUARDIANS:

1. Fill in your student's first and last name and date of birth above.
2. Read the FERPA permission statement and sign the form.
3. Indicate below which schools to which you would like your student's records sent.
Please note: this form only includes PSIS schools that do not use Ravenna as their application processing system. If you are applying to other schools using Ravenna, you will complete a separate Request for School Records form, found in Ravenna.
4. Give this form to your student's current school registrar.

FERPA PERMISSION

Under the provisions of Public law #93-380, I hereby give permission for you to release the requested records for the above-named student to the schools indicated below. Schools receiving these records use them for the purpose of evaluating applications for admission to their school.

Parent/Guardian Name

Parent/Guardian Signature

Date

Put a checkmark next to the school(s) to which your student's records should be sent:

- | | | |
|---|---|--|
| <input type="checkbox"/> Explorer West Middle School
Admissions Office
10015 28th Ave SW
Seattle, WA 98146 | <input type="checkbox"/> Hamlin Robinson School
Admissions Office
1701 20th Ave S
Seattle, WA 98144 | <input type="checkbox"/> Spruce Street School
Admissions Office
914 Virginia St
Seattle, WA 98101 |
| <input type="checkbox"/> French Immersion School of Washington
Admissions Office
4211 W Lake Sammamish Pkwy SE
Bellevue, WA 98008 | <input type="checkbox"/> Harbor School
Admissions Office
15920 Vashon Hwy SW
Vashon, WA 98070 | <input type="checkbox"/> The Lake and Park School
Admissions Office
3201 Hunter Blvd S
Seattle, WA 98144 |
| <input type="checkbox"/> University Cooperative School
Admissions Office
5601 University Way NE
Seattle, WA 98105 | | |

INSTRUCTIONS FOR SCHOOL REGISTRAR:

1. PROVIDE YOUR SCHOOL CONTACT INFORMATION:

Name of school: _____

Name of registrar: _____

Phone number: _____ Email address: _____

2. MAIL THE FOLLOWING STUDENT RECORDS TO THE SCHOOLS INDICATED ABOVE:

- Transcripts or progress reports from the previous two academic years (do not submit report cards for any additional previous academic years);
- The first report cards from the current academic year;
- Standardized testing (if available);
- Attendance reports (if available); and
- Discipline records (if applicable).