



Tri-Cities **PREP**

Records and 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 the needed records to Tri-Cities Prep.

Student's Full Name

Last First Middle

Prefers to be called Male Female

Home Address

Street City State Zip Phone

Current School Current Grade Level

Parent/Guardian Phone (H) Phone (W)

Parent/Guardian Phone (H) Phone (W)

I hereby give permission for the following information regarding my son/daughter to be provided to Tri-Cities Prep as well as the attached Principal questionnaire.

Checklist:

Official Transcript

Report cards from the past two years including the most recent grading period

Standardized test scores

Special Education History

Attendance Record

Behavior Record

Immunization Record

Confidential School Evaluation

Parent/Guardian Signature

Date

Completed forms should be mailed or faxed to:

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

Telephone: 509-546-2465
Fax: 509-546-2490

To be completed by Principal, Vice-Principal, School Counselor or Teacher

Please complete and sign the remaining pages of this confidential form as accurately as possible and sign. If you would like a telephone conference to provide additional information, check the space provided. Note: Public school Principals, if you do not know this applicant please have the form completed by a teacher who has experience with his student.

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 records (listed on the front of this sheet) to Tri-Cities Prep.

Name of person completing form		
Position		
School		
How many years has the applicant attended your school?		
This year, how many times has the applicant been absent?		
In the last three years, has the applicant ever been suspended?		
In the last three years, has the applicant ever been expelled?	Yes	No
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?	Yes	No
Are the parent/guardians actively involved in the school community?	Yes	No
Do the parent/guardians demonstrate respect for all members of the school community?	Yes	No

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?	Yes	No
Has this student ever had any past, current, or pending disciplinary action?	Yes	No
Has this student ever had any past, current, or pending record of violent or criminal behavior?	Yes	No
Has this student ever had any past, current, or pending situations of threats or bullying against others?	Yes	No
Has this student ever had any past, current, or pending situations of weapons violations?	Yes	No
Has this student ever had any health conditions affecting the student's education needs?	Yes	No

Washington State History

Has the student taken Washington State History? (Please check one)

 Yes

 No

I would like a telephone conference to provide further information	
Best time to call	
Phone number to call	

Principal's Signature

Date



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Please check the most appropriate response:

The Student	All of the time	Most of the time	Some of the time	Rarely	Comments:
Attends class regularly					
Come prepared to class					
Completes work on time					
Cooperates with teachers					
Demonstrates concern for others					
Demonstrates higher level thinking skills					
Demonstrates integrity					
Demonstrates leadership skills					
Is punctual					
Manages time effectively					
Participates actively in class					
Participates in school activities					
Relates well to others					
Respects the learning environment					
Works to potential					
Works well independently					
Works well with others					

Please give your realistic appraisal of the student's academic strengths/weaknesses. Indicate any unique talents, personal qualities, special circumstances, or special accommodations needed in the classroom.

I recommend this student to Tri-Cities Prep

Enthusiastically		With Confidence		With Reservation		Not At All	
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Additional Comments:

Principal or Counselor Signature		Date	
If we have any questions about this student, may we call you?		Yes	No
If yes, at what time and number?		Times	Telephone number