



## General Instructions to Parent/Guardian

**Admission Forms and Registration Fee Packet** – Admission forms include the Application for Admission and the Records/Transcript Request Form.

**The Records/Transcript Request Form will be sent or faxed to Prep by the student's current school. Please hand deliver or mail the Application for Admission and the registration fee of \$100.00 to:**

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

### Student Application Check List:

**Please initial each step when completed and return with the application:**

***The Admissions Committee will not review incomplete applications.***

- Initial\_\_\_\_\_ 1.Student complete and sign pages 1 & 4, “Student Essay” on page 4 must be completed and signed by student before application is complete.
- Initial\_\_\_\_\_ 2.Parent/Guardian complete pages 2, & 3,
- Initial\_\_\_\_\_ 3.Parent/Guardian signature on page 3
- Initial\_\_\_\_\_ 5.Parent/Guardian complete and sign the ***Records/Transcript Request Form***, take to your student's current school for the Principal to complete. The school will send/fax to Tri-Cities Prep
- Initial\_\_\_\_\_ 6.Return the **completed application, Immunization Record,** and non-refundable registration **fee (\$100)** to the Administrative office.