



# TRANSCRIPT REQUEST

CONFIDENTIAL

## TO THE PARENT/GUARDIAN

Please complete this form and give it to your child's school registrar.

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Student's name (last, first, middle) Birthday Grade

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School Attending or last attended

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School address City State Zip

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School's phone number School's fax number

I acknowledge notification of this transfer of records as required by the Family Educational Rights and Privacy Act of 1974 and understand that I have a right to receive a copy at my own expense, and that I have an opportunity to challenge the content of the record. I understand that the information transferred will be treated in a confidential manner and will not be transmitted to a third party without my consent.

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Parent/ Guardian signature Date

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Current address City State Zip

## TO REGISTRAR

The above named student is applying for admission at King's Schools.

Please send copies of the following forms:

- Report card for the current academic year.
- Official transcript and any supplemental academic records for the past two years.
- Most recent standardized test scores (example: Iowa, MSP, SAT, CAT, WASL)

Please send requested documents by mail, fax, or email: King's Schools  
Admission Office  
19303 Fremont Ave N, MS 36  
Seattle, WA 98133

Email: [admissions@kingsschools.org](mailto:admissions@kingsschools.org)  
Phone: 206-289-7783  
Fax: 206-289-7994