



## Request for Student Transcripts

*Part of our application and enrollment process includes the student's current Teacher Recommendation, Transcripts, and/or the student's permanent file. We cannot request records from your child's school, only a parent or guardian has the authority to have this file released. Please sign this release form and take it to your child's current school so that copies of their files and school transcripts may be forwarded to Tall Cedars Academy.*

### To the registrar of

\_\_\_\_\_ name of current school

My child, \_\_\_\_\_ has applied to Tall Cedars Academy for the \_\_\_\_\_ school year. I hereby authorize the release of written and/or verbal information to include current test scores, report cards, transcripts, recommendations, and other materials pertinent to my child's application file to:

**Tall Cedars Academy  
P.O. Box 132  
Duvall, WA 98019  
425.788.6800  
425.788.6844 (Fax)  
bill@tallcedarsacademy.com**

Your timely response to this request would be very much appreciated. Thank you for your time and assistance.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Information received by Tall Cedars Academy will become part of this student's permanent file, and will be available for review and inspection in accordance with the Family Education Rights and Privacy Act of 1974. All teacher recommendations are considered confidential and will not become part of the student's file should they become enrolled.*

*Tall Cedars Academy does not discriminate on the basis of religion, race, color, nationality, ethnic origin, or sexual orientation in its administration of its educational policies, admission policies, and other school administered programs.*