



REQUEST FOR INFORMATION
FROM CURRENT SCHOOL

PART I • PARENT OR GUARDIAN

- Please complete part I of this form.
- Please present this form to the principal or guidance director of the student's current school to complete part II.

Student's Name _____ Present Grade _____
 Current School _____
 Student's Address _____
 City _____ State _____ Zip _____

The above-named student is in the process of applying to Trinity Academy.
 Please release all records that are requested to Trinity Academy.

Thank you for your cooperation.

Parent/Guardian Name _____
 Parent/Guardian Signature _____ Date _____

PART II • PRINCIPAL OR GUIDANCE DIRECTOR OF THE STUDENT'S CURRENT SCHOOL

Please mail or email (to office@trinityacademyportland.org) the following to Trinity Academy:

1. A complete transcript of grades and credits, or an up-to-date grade report or report cards for all years in attendance at your school.
2. Attendance, tardiness, and discipline records.
3. Standardized test results.
4. Any specialized instruction records or plans.

Thank you for your prompt response to this request.