



TRINITY PREPARATORY

SCHOOL

Transcript Release form

To the parent or guardian

Please fill in your child's name and grade below, sign where indicated at the bottom, and give this form to the principal, headmaster, or guidance counselor at his/her current school.

In accordance with the National Association of Independent Schools' "Principles of Good Practice for Admission to Independent Schools," Trinity will not offer a place to a student without first receiving an official transcript or its equivalent from the applicant's present school.

Applicant Name _____

Current Grade _____

To the School Registrar

This student is applying to Trinity Preparatory School.

Please send an official cumulative transcript including current mid-year grades to the address below. **If you are unable to release transcript information to Trinity Prep for any reason, please contact the Director of Admission.**

We need to receive:

- **Progress reports and/or semester grades for the current semester;**
and
- Grades since the 4th grade for Middle School applicants;
- Grades since the 8th grade for Upper School applicants;
- All standardized test scores and all credits earned;
- Recent teacher reports, if available; and
- A school profile, if available.

You will be notified for final transcripts at a later date if the above named applicant is admitted to and enrolls at Trinity.

Permission to release copies of the requested records is granted by

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

This form must be completed and sent to:

Admission Office

Trinity Preparatory School

5700 Trinity Prep Lane

Winter Park, FL 32792

407.671.4140

Fax: 407.671.6935

E-mail: inquire@trinityprep.org