



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's Name _____

Current Grade _____

To the School Registrar

This student is applying to Trinity Preparatory School.

Please send an official cumulative transcript including current 9 week or 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
- Two prior years of academic records;
- All standardized test scores and all credits earned;
- Psychological testing and information, if applicable;
- 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 _____

The hard copies or digital copies of the above listed information should be sent from the applicant's current school to:

Admission Office
Trinity Preparatory School
5700 Trinity Prep Lane
Winter Park, FL 32792

Direct (O): 321-282-2515
Fax: 407-540-9471
E-mail: tpsadmission@trinityprep.org