



## STUDENT RECORDS REQUEST

Applicant Name \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Application Deadline \_\_\_\_\_

**Message to Parents of Applicant:** Please complete the information requested above, sign this form and submit to the office at your child's current school. With this authorization, records will be sent directly to Vista Academy at Open Window School.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Message to Registrar:**

**The above named applicant is applying for admission to Vista Academy. Our Admissions Office requests the following information at your earliest convenience or no later than the application deadline shown above (if applicable):**

- ❖ A copy of report cards from the current year
- ❖ Copies of report cards from the previous two school years
- ❖ Results of standardized test scores
- ❖ Discipline Records (if applicable)

**Please send this information to:**

**Vista Academy at Open Window School  
Admissions Office  
6128 168<sup>th</sup> Place SE  
Bellevue, WA 98006  
Phone: (425) 747-2911 Fax: (425) 562-4035**

School Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

*Non-Discrimination Policy*

*Open Window School/Vista Academy does not discriminate on the basis of race, color, nationality, religion, gender, sexual identity, disability, national or ethnic origin, or other legally protected status in admission of otherwise qualified students, or in providing access to the rights, privileges, programs, or activities generally available to all students and their families, including educational policies, financial aid, and other school administered programs. Similarly, it does not discriminate in its hiring or employment practices.*