



REQUEST FOR TRANSCRIPT
First to eighth Grade

To the parent:

Please complete this form and give it to your child's current school. Transcripts must be submitted in sealed letterhead envelopes from the appropriate school.

APPLICANT'S NAME: _____ **DATE OF BIRTH:** _____ **CURRENT GRADE:** _____

NAME OF CURRENT SCHOOL: _____

SCHOOL ADDRESS: _____ **STATE:** _____ **ZIP CODE:** _____

SCHOOL TELEPHONE: _____ **SCHOOL FAX NUMBER:** _____

I hereby authorize the release of school records for the above-named student for the entire time s/he has been at the above-named school, including official transcript of all grades, standardized test scores, developmental assessments, counseling, and disciplinary records.

NAME OF PARENT: _____ **SIGNATURE OF PARENT:** _____ **DATE:** _____
(Please print)

To the applicant's current school:

The above-named student is an applicant for admission to Universal Academy of Pittsburgh. In order to complete his/her file, we request that you forward the following information:

- An official transcript or grade record (current and previous two school years).
- Records of standardized test scores (previous two school years).
- Any developmental assessments, counseling, and/or disciplinary records.

Please send the above requested records to:

Universal Academy of Pittsburgh
2103 Hampton St.
Pittsburgh, PA 15218