

# Official Transcript Request Form (Grades 1-8)

## Kuleana Education

Applicant's Name \_\_\_\_\_ Applying for Grade \_\_\_\_\_

### Parent Release

Please complete and submit this signed form to your child's school. The Kuleana Education Admissions Office must receive official transcript within 30 days of admission application being received.

For the student named above, I authorize the release of copies of official school records. I understand that these copies will become part of the permanent file if the above-named student is admitted to Kuleana Education.

School Name \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

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

### Principal, Teacher, or Registrar

The above-named student has applied for admission to Kuleana Education. Please forward copies of the records listed below with a signed copy of this release. Progress reports/official grades and standardized test scores (if applicable) are required for grades 2-8 for the current academic year and two previous years. First grade applicants provide kindergarten reports only.

#### Progress Reports/Grades

- 2014-15 (Please provide winter reports as they become available)
- 2013-14
- 2012-13

#### Standardized Test Results (if applicable)

- 2014-15 (Please provide results as they become available)
- 2013-14
- 2012-13
- The listed records are not attached \_\_\_\_\_. Please explain if/when copies will be provided: \_\_\_\_\_

Printed Name of School Representative \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please mail or fax records with a copy of this signed release to:**

Kuleana Education, PO Box 2306, Kailua Kona, HI 96745  
FAX 888-880-6456