



**Washington University in St. Louis College Prep Program
Request for Records**

1) Please legibly complete the student portion of this form and have a parent or guardian sign so that your education and academic records, including, but not limited to, transcripts, attendance records, and disciplinary records, may be released.

2) Provide this form to your school/school district's transcript office to request that an official first semester high school transcript be emailed to the College Prep Program, at collegeprep@wustl.edu by January 27. This completed form must accompany your transcript. Remember to keep a copy of this form for your records.

Student Information:

Student Name

High School

Student Signature

Date

Parent/Guardian Authorization:

I agree to allow the initial and ongoing release of my child's, _____ (student's name) academic records, including, but not limited to, transcripts, attendance records and disciplinary records, to the College Prep Program as part of the selection process and continued participation in the College Prep Program.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Guidance Office Only:

Does this student participate in either of the following programs?

_____ Free Lunch

_____ Reduced Lunch

Please email both this completed form and the student's official transcript to: collegeprep@wustl.edu by January 27.