



REQUEST FOR SCHOOL RECORDS

**To parent/guardian:** Please complete the student information on the top half of this page and give it to the Registrar at your child's current school. The school must forward the records directly to The Lab School of Washington.

I hereby give permission for school records (i.e., please see numbered list below) to be released to the Admissions Office at The Lab School of Washington:

Name of student: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

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

**To Registrar:** This student is applying to The Lab School of Washington. Please send this completed form and copies of the student's school records for the current and past year directly to The Lab School. The school records should include:

1. Grades and/or reports from this year and the previous
2. Attendance from this year and the previous
3. Any standardized, curriculum-based, or other test results from this year and the previous
4. The student's current IEP, if applicable
5. Any behavioral or disciplinary documentation or behavior plans, if applicable
6. If the student is applying for grades 10-12, a current high school transcript is also required

**Please return this form and the records requested above within two weeks of receiving this form. Digital submission of records is strongly preferred, via email to: [admissions@labschool.org](mailto:admissions@labschool.org).**

Prepared by (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Contact information: Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The Lab School's programs and policies are applied with equal consideration to all of its applicants and students. Lab does not discriminate on the basis of race, gender, sexual orientation, religion, national origin, disability, or any other status protected by applicable law. It is the policy of The Lab School to provide reasonable accommodation to admitted students who meet the academic and behavioral requirements of the school. Enrollment is conditioned on the student's ability to participate in the school's programs, with or without reasonable accommodation. The Lab School evaluates each need for accommodation on a case-by-case basis, considering the needs of the individual students; however, Lab's programs generally are not designed to support the needs of students with primary emotional difficulties.