

# Washington Youth Academy

A joint program of the Washington State Military Department and National Guard Bureau

Academic Department  
1207 Carver Street  
Bremerton, WA 98312  
<http://mil.wa.gov/youth-academy>



## ACADEMIC RECORDS REQUEST FORM

To Washington Youth Academy Registrar  
From Parent, Guardian, or Adult Student

**DO NOT INCLUDE STUDENT'S NAME OR BIRTHDATE ON THIS FORM  
OR IN EMAIL CORRESPONDENCE**

STUDENT INFORMATION		
Student's <b>Initials ONLY</b> (Example: John Smith = J.S.)	Platoon (1, 2, or 3)	Session or Dates Student Attended the WYA

RECORDS REQUESTED <i>(one copy of checked items will be provided unless otherwise specified)</i>		
<input type="checkbox"/> Official Grade Report	<input type="checkbox"/> ASVAB scores	
<input type="checkbox"/> Immunization record*	<input type="checkbox"/> Behavior record	<input type="checkbox"/> Community Service record
<input type="checkbox"/> Special Education records*	<input type="checkbox"/> 504 Plan*	<input type="checkbox"/> Other (please describe):
_____		
_____		
_____		
_____		
_____		
<b>NOTE: In accordance with the Washington State Governor's orders regarding COVID-19 social distancing, the Washington Youth Academy Registrar is teleworking from home. Some records, such as Special Education records, immunization records, 504 plans, and the cumulative file will not be available until the Registrar can return to the WYA campus.</b>		

REQUESTOR'S INFORMATION:		
Name (must be parent, guardian, or adult student)	Phone Number	Date of This Request

To submit form - click the submit button at the right.  
This will generate an email with the form attached.

**SUBMIT**

Rev. 4-22-20