



# Transcript Request Form

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## Dear Parent/Guardian:

In accordance with the Family Education Rights Act of 1974, it is necessary for your son's school to obtain your written consent in order to release your son's transcript of grades to St. Joseph's Preparatory School. Please sign the form below and forward it to the Principal/Guidance Counselor of his current school.

The student named below is applying for admission to St. Joseph's Preparatory School. I authorize you to release official copies of my son's academic records requested by St. Joseph's Preparatory School.

\_\_\_\_\_  
Applicant's Name (please print full name)

\_\_\_\_\_  
Present Grade Level

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

## To the Principal/Guidance Counselor

Please send my son's

- Transcript of Grades (6th grade and 7th grade report cards upon receipt of this request plus current term by early December)
- Standardized Test Results

to the attention of:

St. Joseph's Preparatory School  
Admission Office  
1733 Girard Avenue  
Philadelphia, PA 19130

Thank you for your assistance!

Admission Director  
P. 215-978-1958  
F. 215-765-1710