



## St. Joseph's Preparatory School Transfer Transcript Request Form

❖ **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 high school.

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

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Applicant's Name (please print full name)

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Current High School and Present Grade Level

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Signature of Parent/Guardian

❖ **To the Principal/Guidance Counselor**

Please send my son's

- Transcript of Grades (upon availability)
- Standardized Test Results (if applicable)

to the attention of:

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

Thank you for your assistance!

Admission Director  
Office: 215-978-1958  
Fax: 215-765-1710