Transcript Request Form

(9th Grade Applicant)

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.***

Thank you for your assistance!

The St. Joseph's Preparatory School Office of Admission

To the Principal/Guidance Counselor:

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. Please send my son's:

- Transcript of Grades (6th grade, 7th grade and most recent report cards for 8th grade)
- Standardized Test Results (if available)

Items can be sent to the St. Joseph's Preparatory School one of the following ways:

1. Upload all documents directly to the portal. (*Preferred)*

2. Email all documents to: admissions@sjprep.org

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Applicant's Name (please print full name) and Present Grade Level Today's Date

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Signature of Parent/Guardian