Transcript Request Form

To 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 scan/email to admissions@sjprep.org the following items for the applicant above:

- Transcripts
- Standardized Test Results
- If Applicable: Attendance Record, Discipline Report, etc.

If preferred, items can be mailed to:

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

Thank you for your assistance!

Howie Brown '99
Director of Admission
P. 215–978–1958
F. 215–765–1710