

Saint James School Transcript Request Form



Principal or Counselor at Current School

Name of School

Address

City, State, Zip Code

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Phone

FAX

Email

Applicant's Legal Name:

Last Name

First Name

Middle Name

Applicant's Date of Birth: _____ / _____ / _____
Month Day Year

Present Grade: _____

I authorize the release of my child's official transcript for the current and previous two school years.

Signature of Parent(s)/Guardian(s)

Date

Notice to School Office: Please mail the following within 10 days of this request:

1. Official Academics Records

- a. Report cards for the current and previous two school years.
- b. Numerical averages along with your grade scale.
- c. Attendance and conduct information for both years.
- d. Available standardized test scores.

2. For Grades 9-12, official transcripts including the most recent semester completed with credits earned.

The Saint James School admission process cannot begin until this information is received.

Transcripts should be mailed to:

Saint James School Admissions Office, 6010 Vaughn Road, Montgomery, Alabama 36116

*It is the applicant's responsibility to follow through and make sure the records are sent to Saint James School.