

# Saint James School Transcript Request Form



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Principal or Counselor at Current School

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Name of School

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Address

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City, State, Zip Code

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Phone

FAX

Email

## **Applicant's Legal Name:**

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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.

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Signature of Parent(s)/Guardian(s)

Date

## **Notice to School Office: Please send 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 record, if not included on the report card
- d. Conduct record, if not included on the report card
- e. Available standardized test scores.

2. For Grades 9-12, in addition to academic record requirements stated above, please also send 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 can be mailed to:** Saint James School Admissions Office, 6010 Vaughn Road, Montgomery, AL 36116

**Transcripts can be faxed to:** 334-279-3169

**Transcripts can be emailed to:** admissions@stjweb.org

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