

Records Request

Student: _____ , _____ _____
(Last name) (First name) (Middle name)

Date of Birth: _____ Current Grade Level: _____

I, _____, parent/ legal guardian of the aforementioned student, authorize
(Print Name of Parent/Legal Guardian)

_____ to provide the information listed below to Saint Joseph Academy.
(Print Name of Student's Current School)

At the conclusion of the first semester of the current school year:

- First semester report card for current school year and previous year's report card (applicants for grades 7, 8, and 9)
- Complete high school transcript (applicants for grades 10, 11, and 12)
- Most recent standardized test scores
- Language Arts and Math teacher recommendation forms
- Documentation of learning difference (if applicable)

At the conclusion of the current school year:

- Final report card for current school year (applicants for grades 7, 8, and 9)
- Complete high school transcript reflecting final grades for current school year (applicants for grades 10, 11, and 12)
- Most recent standardized test scores
- Up to date immunization records

Nondiscrimination Policy

Saint Joseph Academy admits students of any sex, race, color, nationality, ethnic origin, and religion to share in all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, color, nationality, ethnic origin, or religion in admission policies, the administration of its educational policies, financial assistance, and other school-administered programs.

(Parent/Legal Guardian Signature)

(Date)