



## ACADEMIC RECORD REQUEST for the 2019-2020 School Year

Student Name: \_\_\_\_\_

Current School: \_\_\_\_\_

### To the Applicant's Parent/Guardian:

As part of the admissions process, we must receive your child's academic records for the past three years (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade) for the purpose of evaluating her application for admission to St. Francis Catholic High School. *Please date, sign, and submit this release form to the school office or registrar at your child's current school.*

### INFORMATION RELEASE AUTHORIZATION

For the above-named student, I hereby request and authorize the release of academic records, standardized test scores, and recommendations to St. Francis Catholic High School, Sacramento. I understand that recommendations are confidential and may not be viewed by the applicant or her parent/guardian. The recommendations will be used only in the admissions process and will not become part of the student's permanent record. If the student is admitted to St. Francis High School a request for a final transcript will be made at the end of the current academic year.

Signature of the  
Student's Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### To the student's current School Office/Registrar:

Please send the following documents to St. Francis High School by January 18, 2019:

**Report cards or transcripts for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades**  
**Standardized tests scored for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades**

You may submit the documents via mail, fax, or email. If you have questions, please contact Bess Klindworth at 916.737.5022 or [bkwindworth@stfrancis.org](mailto:bkwindworth@stfrancis.org). Thank you for your assistance.

St. Francis Catholic High School | 5900 Elvas Avenue | Sacramento, CA 95819 | [www.stfrancis.org](http://www.stfrancis.org)  
Fax: 916.452-1591 Email: [admissions@stfrancis.org](mailto:admissions@stfrancis.org)