



ACADEMIC RECORD REQUEST for the 2018-2019 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 (6th, 7th, and 8th 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 19, 2018:

Report cards or transcripts for 6th, 7th and 8th grades
Standardized tests scored for 6th, 7th and 8th grades

You may submit the documents via mail, fax, or email. If you have questions, please contact Bess Klindworth at 916.737.5022 or bklindworth@stfrancis.org. Thank you for your assistance.

St. Francis Catholic High School | 5900 Elvas Avenue | Sacramento, CA 95819 | www.stfrancis.org
Fax: 916.452-1591 Email: admissions@stfrancis.org