



## CLASS OF 2026 ACADEMIC RECORD REQUEST

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. Your child's current school will submit her academic records directly to St. Francis High 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 14, 2022:

**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**

*NOTE: For applicants from Catholic K-8 schools, please submit the 7<sup>th</sup> grade ACT Individual Student Report (ISR) and the Renaissance STAR Window 2 Assessment Diagnostic Report (8<sup>th</sup> grade, October)*

You may submit the documents via mail, fax, or email. If you have questions, please contact Admissions at 916.737.5040 or [admissions@stfrancishs.org](mailto:admissions@stfrancishs.org). Thank you for your assistance.

St. Francis Catholic High School | 5900 Elvas Avenue | Sacramento, CA 95819 | [www.stfrancishs.org](http://www.stfrancishs.org)

Fax: 916.452-1591 Email: [admissions@stfrancishs.org](mailto:admissions@stfrancishs.org)