



## ACADEMIC RECORD REQUEST

2021 - 2022

### Transfer Candidates

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 at least the past two years 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. If your child has been at this school for less than a year, please also submit this form to her prior school as well. Your child's current school will directly transmit the requested documents 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 evaluations 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 to St. Francis High School at your earliest convenience:

**Report cards or transcripts (all years)**

**Standardized tests scores (all years)**

If you have questions, please contact Chloe Leavitt at 916.757.5022 or [cleavitt@stfrancishs.org](mailto:cleavitt@stfrancishs.org).

Please fax documents to (916) 452-1591, email to [admissions@stfrancishs.org](mailto:admissions@stfrancishs.org), or mail to  
St. Francis Catholic High School | 5900 Elvas Avenue | Sacramento, CA 95919 | [www.stfrancishs.org](http://www.stfrancishs.org)