

STE Transcript Release Form

Office of Admissions
Saint Thomas' Episcopal School
admissions@stes.org
713-559-1621

Parent/Guardian: At the end of the first semester, please sign this form and turn it in to the appropriate school official at your child's current school.

School Official: The student named below has applied for admission to Saint Thomas' Episcopal School (STE). In order to process their application, we need official school records. Please forward the following records along with a copy of this transcript release form:

A complete transcript, which includes:

- All standardized test results
- Grade reports from previous academic years
- Grade report for the first semester of the current academic year

Office of Admissions
Saint Thomas' Episcopal School
4900 Jackwood
Houston, TX 77096

Thank you for your assistance.

Student's Full Name:
Current School Grade:
Age:
Current School:

Permission is hereby granted for the release of the school transcript and all school records. I hereby authorize Saint Thomas' Episcopal (STE) to contact schools and other sources to clarify information in this application. I understand that the teacher recommendation form is confidential and is not accessible to me before or after the admission decision is made. I hereby certify that I am the parent/legal guardian of the above named child.

Parent/Guardian Signature:
Date:

