



St. James' Episcopal School

ENGAGING HEART, MIND, AND SPIRIT

TRANSCRIPT RELEASE

Required for applications to 1st through 6th grades.

PART 1 – APPLICANT'S FAMILY

Please complete the information below and submit this form to your child's current school to authorize the transfer of an official transcript to St. James' Episcopal School. **School records must be mailed by your child's current school directly to St. James'. Your child's application is not complete until we receive an official transcript.**

Applicant's Name: _____
Last First Middle

Current Grade: Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade 6th Grade

Candidate for: 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade 6th Grade

Name of Parent/Guardian: _____

Signature: _____ Date: _____

PART 2 – SCHOOL ADMINISTRATOR

The student named above is applying for admission to St. James' Episcopal School for the 2021-2022 academic year. Please send the following materials by **January 11, 2021**:

1. First semester report card for the current academic year;
2. Report cards from previous years (if applicable);
3. Standardized test scores (if applicable).

School Name: _____

Name of School Official: _____

Title or Position: _____

Phone: _____ Email: _____

Signature: _____ Date: _____