



# 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  1<sup>st</sup> Grade  2<sup>nd</sup> Grade  3<sup>rd</sup> Grade  4<sup>th</sup> Grade  5<sup>th</sup> Grade  6<sup>th</sup> Grade

Candidate for:  1<sup>st</sup> Grade  2<sup>nd</sup> Grade  3<sup>rd</sup> Grade  4<sup>th</sup> Grade  5<sup>th</sup> Grade  6<sup>th</sup> 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 2022-2023 academic year. Please send the following materials by **January 14, 2022**:

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: \_\_\_\_\_