XAVIER HIGH SCHOOL

Request for Academic Records

Student's Name | Parent/Guardian Name | Parent's Contact Number

I/We _____ hereby authorize _____
Parent/Guardian Name — Student's Current School

to release the following records of _____
Student's Name

to the Admissions Office at Xavier High School for the purpose of admissions review and academic placement:

1. Official transcript of all grades and comments for the past three academic years (including current grade)
2. If the school transitioned to different reporting of academic progress (e.g., pass/fail, MT/N) during Spring 2020, please provide **all** 6th grade report cards by marking periods, if available, for Academic Year 2019-2020
3. Results of all available standardized achievement and/or aptitude tests (even if applicant was exempt in 2020 or 2021)
4. Records of attendance and disciplinary actions

Please submit this form to your principal, guidance counselor, or high school placement coordinator.

TO THE APPLICANT'S CURRENT SCHOOL

For applicants applying for admission to Xavier High School, we ask that the records not be sent ***until the first marking period (either quarter or trimester) are completed*** in order to avoid duplicating your efforts. **If the student's attendance record is not listed on the transcript**, please indicate the number of days he has been absent or tardy for the last three years. Thank you for your assistance. Please contact Xavier's Admissions Office if you have any questions.

Grade	Day(s) Absent	Day(s) Tardy
_____	_____	_____
_____	_____	_____
_____(current)	_____	_____

Thank you for completing this form. Using the information listed below, please return this Request for Academic Records, together with the candidate's materials. Please **email** (preferred), **fax**, *or* **mail** these materials to Attn: Xavier High School Admissions Office, Transcripts. **Please use only one listed method to avoid reduplication.**

Name of Person Releasing Transcript Materials — Title

Signature — Date

Address — City — State — Zip Code

Telephone — Fax — Email

30 West 16th Street New York, NY 10011-6302 · (212) 924-7900 ext. 1442 · Fax (212) 924-0303
admissions@xavierhs.org