

STUDENT TRANSCRIPT RELEASE

TO THE PARENT OR GUARDIAN:

1. Fill in your child's name and grade below.
2. Sign where indicated at the bottom.
3. Give this Student Transcript Release form to the **REGISTRAR** at the **SCHOOL LAST ATTENDED** by your child.

St. Francis Episcopal School will not offer a place to a student without first receiving an official transcript, or its equivalent, **FROM THE REGISTRAR** at the school last attended by your child.

Student's Name: _____

Current Grade: _____

To the **REGISTRAR** at the **SCHOOL LAST ATTENDED** by your child:

This student is an applicant for admission to St. Francis Episcopal School.

Please send a cumulative transcript, including current grades (or progress reports where applicable) and the student's attendance record, to the St. Francis Admissions Office at the address below. Include the results from any standardized, achievement, and/or IQ testing. When applicable, transcripts from the two previous years are preferred.

Students must submit final transcripts from the school they **LAST ATTENDED before being officially accepted to St. Francis.**

**REGISTRAR, PLEASE EMAIL THIS INFORMATION DIRECTLY TO ADMISSIONS@STFRANCISHOUSTON.ORG (PREFERRED)
OR MAIL DIRECTLY TO:**

St. Francis Episcopal School
Admissions Office
335 Piney Point Road
Houston, Texas 77024

PERMISSION to release the information to St. Francis Episcopal School is granted by:

Parent or Guardian Name (please print): _____

Parent or Guardian Signature: _____

Date: _____

QUESTIONS SHOULD BE DIRECTED TO:

St. Francis Admissions Office
713.458.6112
Admissions@StFrancisHouston.org