

# XAVIER HIGH SCHOOL

Office of Admissions

## Request for Academic Records

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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. Results of all available standardized achievement and/or aptitude tests
3. 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 you not send the records ***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
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----- (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) or **mail** these materials to Attn: Xavier High School Admissions Office, Transcripts. **Please use only one listed method to avoid reduplication.**

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Name of Person Releasing Transcript Materials \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_