



## STUDENT RECORD AND TRANSCRIPT RELEASE FORM

For the Parent/ Guardian to complete and return to St. John's Episcopal School:

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Registrar Name \_\_\_\_\_ School Phone: \_\_\_\_\_

Registrar Email Address: \_\_\_\_\_

*The School has my consent to release copies of all school records to St. John's Episcopal School and I waive my right of access to any information deemed confidential in my child's file. Furthermore, upon enrollment to St. John's Episcopal School, I consent to the release of the FINAL TRANSCRIPT and updated school records after the conclusion of the current academic year.*

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

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For the Registrar or School Administrator of the student's current school to complete:

St. John's Episcopal School is requesting (indicated below are the items that are being requested):

- Current Report Card – (2023-24 – first semester or trimester report preferred)
- Standard Student Profile/Student Demographic Information (if not included on report card)
- Previous Report Cards – Last Two Years (2021-22 & 2022-23)
- Standardized Test Scores – Current Year (2023-24) & Last Two Years (2021-22 & 2022-23)
- Attendance Records (if not included on report cards)
- Conduct/Citizenship Records (if not included on report cards)
- Student Support Plan (504 Plan, IEP or IAP, if applicable)
- Final Report Card 2023-24

*If your school does not issue grades or comments, please send a letter acknowledging receipt of this form, noting that you do not issue grades.*

*The applicants current School is to complete and return this form and requested materials to the Office of Admission, attention Lani Jones by mail, email [admission@stjohnsschool.org](mailto:admission@stjohnsschool.org) or fax 214-320-0205 upon receipt.*

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Completed by Registrar/ School Administrator (Please Print Name)

\_\_\_\_\_  
Date