

XAVIER HIGH SCHOOL

Office of Admissions

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. 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 before December 3, 2025. Please **email** (preferred) to admissions@xavierhs.org 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 _____