



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

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 – (2025-26 – first semester or trimester report preferred)
- Standard Student Profile/Student Demographic Information (if not included on report card)
- Previous Report Cards – Last Two Years (2023-24 & 2024-25)
- Standardized Test Scores – Current Year (2025-26) & Last Two Years (2023-24 & 2024-25)
- 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 2025-26

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 or fax 214-320-0205 upon receipt.

Completed by Registrar/ School Administrator (Please Print Name)

Date