OFFICIAL TRANSCRIPT
RELEASE FORM · TRANSFER APPLICANT

ST. CECILIA ACADEMY

NASHVILLE, TENNESSEE

APPLYING FOR TRANSFER ENTRY TO GRADE:

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

PARENT / GUARDIAN — PLEASE READ AND COMPLETE

Please sign this form and submit it to your daughter's **current school office**. The requested school records must be received directly from your daughter's school. If your daughter has attended multiple schools in the past three years, please list them below and forward a copy of this form to each school. Your portal will be marked complete when all records are received and uploaded

STUDENT'S FULL LEGAL NAME DATE OF BIRTH PRESENT GRADE

NAME OF CURRENT SCHOOL CURRENT SCHOOL PHONE

If your daughter has attended additional schools within the past three years, please list them below:

PREVIOUS SCHOOL NAME CITY / STATE GRADES ATTENDED

REASON FOR TRANSFER (OPTIONAL)

I am the parent or legal guardian of the above-named student and hereby authorize the school(s) listed above to release the requested educational records to St. Cecilia Academy. I hereby authorize St. Cecilia Academy to contact the school and other sources to clarify information in our student's application for admission.

PARENT / GUARDIAN SIGNATURE DATE

FOR THE SCHOOL ADMINISTRATOR — PLEASE COMPLETE AND RETURN TO ST. CECILIA ACADEMY

Dear School Administrator,

The student named above has **applied for transfer** to St. Cecilia Academy. The parent or guardian has signed the authorization above. Please accept this form as an official request to release a copy of her academic records, **along with a copy of this form.**

A COMPLETE TRANSCRIPT INCLUDES:

☐ Complete academic transcript (all grades available from current school)

☐ Current year grades to date (most recent semester, quarter, or trimester)

☐ Standardized test scores on file

☐ Attendance record (current year and most recent full year)

☐ Disciplinary record or conduct summary (current year)

PLEASE SUBMIT RECORDS USING ONE OF THE FOLLOWING OPTIONS:

BY MAIL	BY FAX	BY EMAIL
4210 Harding Pike Nashville, TN 37205	(615) 783-0561 Attn: Director of Enrollment	admissions@stcecilia.edu Send as PDF attachment directly from school office.

Thank you for your assistance. If you have any questions, please contact our Office of Admissions at **615.298.4525** or **admissions@stcecilia.edu.**