OFFICIAL TRANSCRIPT
RELEASE FORM · ENTRY POINT APPLICANT

ST. CECILIA ACADEMY

NASHVILLE, TENNESSEE

APPLYING FOR ENTRY POINT

☐ Grade 7 (Middle School Entry) ☐ Grade 9 (Upper School Entry)

PARENT / GUARDIAN — PLEASE READ AND COMPLETE

At the conclusion of the fall semester and by **January 5, 2027**, 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. To ensure inclusion of completed fall semester grades, we do not expect receipt until mid/late January. Your portal will be marked complete when records are received and uploaded.

STUDENT'S FULL LEGAL NAME DATE OF BIRTH PRESENT GRADE

NAME OF CURRENT SCHOOL CURRENT SCHOOL PHONE

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 admission** to St. Cecilia Academy for the 2027-28 school year. 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. We respectfully request that you forward a copy of the records listed below, **along with a copy of this form, no later than January 15, 2027.** If semester grades are not yet available, please email our office with the expected transmission date.

A COMPLETE TRANSCRIPT INCLUDES:

☐ Grade reports from at least the two full previous academic years ('24–'25 and '25–'26)

☐ Grade report for the completed first semester of the current academic year (Fall 2026)

☐ All Standardized test scores on file

☐ Attendance record for all time periods reported

☐ 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.**