ST. JOSEPH'S ACADEMY

STUDENT RECORDS REQUEST

PARENT INSTRUCTIONS

Please sign this form, and then deliver this form directly to your daughter's present school.

I/we authorize the release of my/our daughter's grades, standardized test scores, and any diagnostic test results as requested by St. Joseph's Academy. If acceptance is offered, I/we authorize release of the full record when transfer to St. Joe occurs.

I/we authorize St. Joseph's Academy to contact schools and other sources to obtain information to support my/our daughter's application. I/we will not seek access to confidential recommendation and evaluation materials before or after the admission decision is made. I/we release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents and other information provided to St. Joseph's Academy for that purpose.

Student Name _____

Signatures of Parent/Guardian _____

Date _____

SCHOOL INSTRUCTIONS

1. Please make a copy of this cover sheet for your records.
2. Academic Transcript (*please include the following):*
    - Final and current grades from the 2024-2025 school year, the 2025-2026 school year, and the fall 2026/the most current quarter, trimester, or semester,
    - Copy of the student's standardized test scores for the past 3 years,
    - Copy of educational and/or psychological testing or special education records if applicable,
    - Copy of discipline record,
    - Interpretation of grading scales, and
    - Attendance records for the past 3 school years
3. Please provide documents in a pdf and email to:

    Kara Kelpe, Director of Enrollment Management, St. Joseph's Academy
    admissions@sja1840.org

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