

XAVIER
HIGH SCHOOL
Office of Admissions

Request for Academic Records

Student's Name

Parent/Guardian Name

Parent's Contact Number

I _____ hereby authorize _____
Parent/Guardian Name Student's Current School

to release the following records 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

We ask that you **not** send the records *until the first marking period (either quarter or trimester) are completed.*

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
_____	_____	_____
_____	_____	_____
_____ (current)	_____	_____

Thank you for completing this form. Please return this Request for Academic Records, together with the candidate's academic records by December 11, 2026. Please **email** all records to admissions@xavierhs.org or **mail** the materials to Attn: Xavier High School Admissions Office, Transcripts. **Please use only one method to avoid duplication, email is the most efficient way to send the records.**

Name of Person Releasing Transcript Materials

Title

Signature

Date

Telephone

Email