SAINT JOSEPH HIGH SCHOOL
453 N. NOTRE DAME AVE.
SOUTH BEND, INDIANA 46617-2335
FAX 574-472-1245

TRANSCRIPT REQUEST FORM

In accordance with the Family Education Rights Privacy Act, Governing Board Policy and State Law, I hereby authorize the release to the school named below, the grade transcripts, pupil progress reports, standardized test scores, special education records, psychological evaluations, and health records for the following student.

Please send all records directly to the **Director of Admissions** at Saint Joseph High School

PART I: TO BE COMPLETED BY PARENT OR GUARDIAN OF STUDENT APPLICANT

Student Name: _____
Last First Middle

Birth Date: _____ (mm/dd/yyyy) Current Grade Level: _____

Current School:

Name: _____

Address: _____
Street City State Zip Code + 4

Parent/Guardian signature for release of information to Saint Joseph High School:

Signature: _____ Date: _____

PART II: TO BE COMPLETED BY APPROPRIATE SCHOOL OFFICIALS ONLY

The student whose name is given above is in the process of applying for admission to Saint Joseph High School. In order to evaluate the student's performance, it is necessary to receive a complete transcript for this student. For a complete transcript:

1. Include a complete record of grades and credits received, beginning with the 7th grade, if available, through the current grading period. If a class does not receive full credit or if a class is graded on a weighted scale, please attach an explanation.
2. Submit attendance, tardy, and discipline records.
3. Submit standardized test results, including such tests as Iowa Basics, California Achievement Tests, ISTEP+, PSAT, SAT, ACT, and AP tests. If the student did NOT pass a state mandated test, such as ISTEP+, please so indicate this on the transcript.
4. Include a copy of the student's physical examination form, which must include dental information and the student's immunization record.
5. Submit a copy of any special education plan in place for the student at your school, such as IEP or Section 504 Educational Plan or ILP. If special modifications of school discipline rules or academic regulations have been followed for this student, be sure to include these modifications.
6. Submit a copy of the student's birth certificate.
7. Submit a copy of The Family Home Language Survey.