



Transcript Request Form

To:

Name of Former School

Address

City, State, Zip

Telephone Number

The following student(s) have enrolled at St. Joseph School. Please forward all academic Records – including health and special services files – to:

St. Joseph School
Highland & Franklin, Downers Grove, IL 60515
Telephone: 630-969-4306
Fax: 630-969-3946

Student Name	Grade

Federal Law requires that written permission of the parent or guardian be obtained for the transfer of such records. Please sign below to indicate your permission for us to obtain the requested records.

Parent/Guardian Signature

Address

City, State, Zip

Telephone Number