



Transcript Release Form

Applicant's Name: _____ Current Grade: _____

Sending School: Name: _____

Address: _____

Phone Number: _____

To Applicant

Please have a parent or guardian sign and date the spaces provided below and then give this form to a school official.

I authorize the release of the requested forms.

Parent or Guardian Signature

Date

To Sending School Official

The named student is applying to Shattuck St. Mary's. We would appreciate receiving the following:

- Final or mid-term grades for the current term or current year
- Grades for the past two years
- All standardized test scores
- Recent teacher reports, if available
- A school profile, if available.
- Please respond to the questions listed below.
 1. Are there any observed problematic behaviors (e.g. discipline problems, violence, intolerance, or anti-social behavior in interactions with peers or teachers), perhaps separable from academic performance, which should be explored by our Admissions Committee? Yes No
 2. To the best of your knowledge, has this student ever been suspended or subjected to any major school-related or legal disciplinary action? Yes No
If yes, please elaborate.

This material should be mailed or faxed to: Admissions Office
Shattuck St. Mary's
PO Box 218
Faribault, MN. 55021
Fax: 507-333-1661

If this student is admitted to Shattuck St. Mary's, we will request a final transcript of the student's record. Please hold a copy of this authorization form on file so that we may obtain these documents.

THANK YOU for your assistance.

Jesse W. Fortney
Director of Admissions
E-mail: admissions@s-sm.org
800-421-2724 or 507-333-1618