



Records Release Form

To Parent/Guardian:

To complete your child's application, please sign the transcript release form below and submit it to the administrator in charge at your child's current school. It is your responsibility to check to be sure the school has sent us an official copy of the report cards and standardized test scores.

Name of applicant

I authorize school personnel to speak to St. Francis Xavier School personnel about my child. I further authorize the release of achievement scores, diagnostic reports and report cards to St. Francis Xavier School at 4715 N. Central Ave., Phoenix, AZ 85012 or Lisa Appelbe at lisa.appelbe@sfxphx.org.

Signature of Parent or Guardian Date

To the Registrar:

Today's Date: _____

Student Name: _____ Current Grade: _____

School Name: _____

School Address : _____

School Phone: _____ School Fax: _____

Email of School: _____

Please forward as promptly as possible all educational records including the following:

- Report card for the two previous school years
- Two years of standardized test scores
- Special education records: individualized evaluations, psychological records, or any other records pertaining to evaluation and placement.

Upon receipt of this form please mail or email the records as soon as possible to:

St. Francis Xavier School
Attn: Lisa Appelbe
4715 North Central Avenue
Phoenix, AZ 85012
Phone: 602-266-5364
Email: lisa.appelbe@sfxphx.org