



St. Frances Academy
501 East Chase Street
Baltimore, MD 21202
The School Founded by Mother Mary Lange in 1828

Student Transcript and Records Release Form

Dear Principal/Counselor:

The below named student is in the process of applying for enrollment at St. Frances Academy. With permission from the parent/guardian we request that a copy of the student's transcript and records be sent to our Office of Admissions at the address or fax number below. Please include all grade reports including grades to date for the last marking period of the student's attendance, all standardized test scores, any IEP or 504 plan records (if applicable), the student's immunization records and any other academic information.

Please mail, fax, or scan and email a copy of the student's records to:

Office of Admissions
501 E. Chase Street
Baltimore, MD 21202
(410)685-2650 fax
robert.bowie@sfacademy.org (Director of Admissions)

I authorize the release of a copy of my student's transcripts/records to Saint Frances Academy to complete the application process.

Student Name: _____ **Grade:** _____

School: _____

Signature of Parent/Guardian: _____

Date: _____