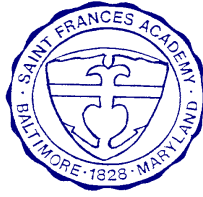


**SAINT FRANCES ACADEMY**  
**WWW.SFACADEMY.ORG**  
501 E. CHASE STREET, BALTIMORE, MD  
PHONE (410) 539-5794 FAX (410) 685-2650



21202

## **TRANSCRIPT REQUEST**

### **Current SFA seniors applying to College**

***TRANSCRIPTS WILL NOT BE PROCESSED UNTIL  
ALL FINANCIAL OBLIGATIONS TO THE SCHOOL HAVE BEEN MET.  
After financial obligations have been met, allow 3 – 5 business days to process.  
Official transcripts will be submitted directly to the colleges.***

***Parents/Students may request and receive only unofficial copies, which will only be mailed.***

TODAY'S DATE	STUDENT NAME
STUDENT EMAIL ADDRESS	STUDENT PHONE NUMBER
COLLEGE/UNIVERSITY NAME	PARENT EMAIL ADDRESS
FAX WHERE TRANSCRIPT SHOULD BE SENT	
OR FULL MAILING ADDRESS OF PLACE WHERE TRANSCRIPT SHOULD BE SENT	

STUDENT SIGNATURE:

DATE:

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PARENT/GUARDIAN SIGNATURE:

DATE:

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EMAIL ADDRESS OF PERSON FILLING OUT THIS FORM:

DATE:

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For processing, please complete, sign and submit this form to the St. Frances Academy College Advising Office: [jerry.miles@sfacademy.org](mailto:jerry.miles@sfacademy.org) or [linda.wilson@sfacademy.org](mailto:linda.wilson@sfacademy.org).

BOTH STUDENT AND PARENT WILL BE EMAILED WHEN TRANSCRIPT HAS BEEN SENT TO THE COLLEGE.