



Records Request for students applying for admission to St. Jerome Institute

This form gives permission for the release of a copy of the student's transcript and school records to St. Jerome Institute. If you are submitting this form in person or email, please complete and sign the below section and submit it to the appropriate school administrator. You do not need to use this form if you have already requested records online through FACTS.

Applicant's Name: _____ Current Grade: _____

Current School: _____ School Phone: _____

I give permission for copies of all transcripts and records (including standardized test results and disciplinary record) to be sent to St. Jerome Institute.

Parent's Name: _____

Parent's Signature: _____ Date: _____

Instructions to school administrator: *Please accept electronic submission of this form by the applicant via our online application as authorization to release school records.* Please upload via the FACTS online application or email admissions@stjeromeinstitute.org a scanned copy of all middle school or a minimum of the last year's and the most recent grade reports, disciplinary records, and standardized test scores.

School Administrator Name: _____

School Administrator Phone: _____ Date: _____