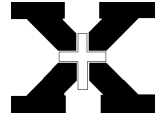


SAINT XAVIER HIGH SCHOOL
1609 Poplar Level Road • Louisville, KY • 40217
502-637-4712
FAX: 502-634-2171



ALUMNI TRANSCRIPT REQUEST

Saint Xavier alumni may request a transcript by downloading this form, completing the information below and faxing, mailing, or emailing the completed, signed form to the addresses below. Please allow three to five business days for a transcript request to be processed and transcript to be issued or mailed.

Two types of transcripts are available:

- 1) An **OFFICIAL** transcript includes an administrator's signature and the school seal. Official transcripts CANNOT be mailed directly to a graduate. Official transcripts must be sent directly to the requesting college or business. You must provide the institution's complete mailing address below.
- 2) An **UNOFFICIAL** transcript does not include an administrator's signature or the stamped school seal. Unofficial transcripts can be issued directly to a graduate.

If you have any questions, please feel free to contact the Studies Office at 502-637-4712 ext. 222.

REQUEST FOR TRANSCRIPT

-Please provide all information as indicated below-

Graduate's Last Name (PRINT)	First	Middle	Year of Graduation
Graduate's Current Mailing Address			City State Zip
<input type="checkbox"/> UNOFFICIAL Transcript to be issued to Graduate		<input type="checkbox"/> OFFICIAL Transcript to be issued to:	
___ Mail to address above		Name of school/business/institution	
___ Mail to:		Attention (Name or Office)	
Name		Street Address	
Street Address		City State Zip	
City	State	Zip	City State Zip

 Email Address (not an option for official transcript requests)

I hereby authorize the release of the transcript specified above:

Signature of Graduate _____
Today's Date

Return completed form to:
Saint Xavier High School
 Attn: Studies Office - Transcripts
 1609 Poplar Level Road • Louisville, KY • 40217
 FAX: 502-634-2171
 EMAIL: JOsborne@SaintX.com