

SAINT XAVIER HIGH SCHOOL

Alumni Transcript Request Form

Saint Xavier alumni may request a transcript by completing the information below. **Please allow up to five business days for a transcript request to be processed.** Contact the Studies Office at 502-637-4712 ext. 222, with any questions.

Two types of transcripts are available:

1. An **Official** transcript includes an administrator's signature and the school seal. Official transcripts **cannot** be sent to a graduate. Official transcripts must be sent directly to the requesting entity. You must provide the institution's complete contact information below.
2. An **UNOFFICIAL** transcript does not include an administrator's signature or the school seal. Unofficial transcripts can be issued directly to a graduate.

REQUEST FOR TRANSCRIPT

PLEASE PRINT Graduate's Last/First/Middle

Year of Graduation

Unofficial Transcript to be sent to graduate:

Official Transcript to be issued to:

Street address

Name of school/business/agency

City/State/Zip

Attention

I prefer to have the unofficial transcript emailed to:

Street Address

Email Address

City/State/Zip

Email Address (Please confirm that they will accept official transcripts by email before requesting this option)

I hereby authorize the release of my Saint Xavier transcript.

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