



Office Use Only:
 Received: _____
 Submitted: _____

Transcript Release Request

Incomplete Transcript Release Request Forms Will Not Be Processed.

Test Scores:


Note: Some colleges and universities consider the test scores from the applicant's secondary school official; most do not. SCA does not send any standardized test results. Your signature on this form signifies your understanding of the responsibility to have official results of the SAT and ACT scores sent directly from the testing agency to each of your schools of interest.

This request form must be submitted with the *College Application Form** to the Guidance Department. All transcripts are mailed from the Registrar's office. Mail or FAX this form:

Registrar's Office
 St. Cecilia Academy
 4210 Harding Road
 Nashville, TN 37205

FAX: 615 783-0566

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Name: _____ 
Last *First* *Middle*

Date of Birth: _____ Guardian email**: _____

Phone(s): _____ Graduation Year: _____

SCA Entrance Grade: 9 10 11 12 If transferred, from: _____

Application Deadline: _____

College or University: _____

Complete Mailing Address: _____

Scholarship Application: _____

Signature: _____ Date: _____
Full signature, please

*Alumnae: This form is unnecessary.
 **Alumnae: Use your email address.