

# ST. CECILIA ACADEMY TRANSCRIPT RELEASE

*Please return this form to your daughter's current school at your earliest convenience. Interviews begin in November, and we must have your daughter's transcripts prior to her interview.*

I am pleased to inform you that the student named below has made application to St. Cecilia Academy. Please accept this form as request to release a copy of her official records. Please provide St. Cecilia Academy with the student's official transcripts, standardized test scores, most recent semester grades and any other valuable information that would assist us as we execute the admissions process.

Official transcripts can be sent to:

Director of Admissions  
4210 Harding Road  
Nashville, TN 37205  
Fax: (615) 783-0561

The interview process is a rolling procedure starting in November and students are not able to interview prior to our receipt of their records. Thank you for your assistance.

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Student's Full Name

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Address

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City

State

Zip

(     )

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Phone

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Applying For Grade:

Present Grade:

I am the parent/legal guardian of the above student and hereby consent that her official transcript be sent to St. Cecilia Academy.

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Parent/Guardian Signature

Date

**Please submit to:** SCA Office of Admissions  
4210 Harding Road • Nashville, Tennessee 37205  
Phone (615) 298-4525 • Fax (615) 783-0561  
[stcecilia.edu](http://stcecilia.edu)

