



Transcript & Records Request Form

To Whom It May Concern:

This is to certify that I request the records of _____
(Student Name)

to be sent to St. Francis School from _____
(Name of School)

Please send a copy of this student's records through the most recent grading period including:

- Grades and written teacher comments
- Standardized test scores
- Attendance and disciplinary records

(Signature of Parent or Guardian)

(Date)

Please submit school documents directly to:

Downtown Campus (9-12)
Admissions Office
233 W. Broadway, Louisville, KY 40202
KWatts@StFrancisSchool.Org
Office: 502-736-1007
Fax: 502-736-1049

Goshen Campus (PS-8)
Admissions Office
11000 U.S. Hwy 42, Goshen, KY 40026
KCarter@StFrancisSchool.Org
Office: 502-795-3464
Fax: 502-736-1049

St. Francis School admits qualified students of any race, color, gender, gender identity or expression, religion, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the School.