

**REQUEST FOR STUDENT TRANSCRIPT AND RECORDS**

**Parent or Guardian:** St. Stephen's Episcopal School requires all records from previous schools attended by the applicant. Please sign and send this completed form to your current and previous school(s). Please provide an addressed, stamped envelope with the address listed below, as required.

\_\_\_\_\_ (student name), \_\_\_\_/\_\_\_\_/\_\_\_\_ (date of birth) is a candidate for admission to St. Stephen's Episcopal School – Houston entering \_\_\_\_\_ (grade/level).

I, \_\_\_\_\_ (parent name), am the legal parent/guardian of the above named individual and authorize the release of my child's permanent record to the St. Stephen's Episcopal School – Houston Admission Office.

Items to be included:

- Complete academic transcript
- Most recent report card
- Previous two years report cards, if applicable
- Standardized tests for the previous two years
- Individual Education Plan (IEP)
- Immunization records
- Attendance records
- Discipline records
- Medical and/or psychological evaluations, if applicable
- Please include the following information:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please forward copies of all records to:

<p><b>Mail:</b>          St. Stephen's Episcopal School Houston          Office of Campus Life          1800 Sul Ross          Houston, Texas 77098</p>	<p><b>Fax or Email:</b>          St. Stephen's Episcopal School Houston          Office of Campus Life          admission@ssesh.org          Fax: 713-821-9156</p>
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\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date