

XAVIER COLLEGE PREPARATORY

Transcript Request Form

Please read the following directions:

1. All transcript requests must have an original signature.
2. Fax, email, or phone requests will not be accepted.
3. The cost of **each** transcript is **\$2.00** (cash or check only).
4. Official transcripts must be mailed directly from Xavier to Colleges/Universities/Scholarships/Schools.
5. Official transcripts (in a sealed envelope) may not be given in person.
6. Only unofficial transcripts may be given in person.
7. Please mail (or bring in) to:

Xavier College Preparatory
 Attn: Student Records Office
 4710 North Fifth Street
 Phoenix, AZ 85012
 (602) 240-3107

Please release the transcript of: _____ **Date:** _____

Student's Signature: _____

Phone Number (for clarification purposes only): (_____) _____

Date of Birth: _____

Graduating Class of: _____

Parent's Signature (If student is under the age of 18): _____

	A) # of <u>Official</u> Transcripts: _____
College/University/Scholarship/School	With Test Scores: Yes / No
Attention	
Street/PO Address	
City State Zip	B) # of <u>Unofficial</u> Transcripts: _____

	A) # of <u>Official</u> Transcripts: _____
College/University/Scholarship/School	With Test Scores: Yes / No
Attention	
Street/PO Address	
City State Zip	B) # of <u>Unofficial</u> Transcripts: _____