



# SAINT IGNATIUS

*Cleveland • Jesuit • 1886*

## STUDENT RECORD REQUEST

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**ATTN:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

Please provide the following student records:

- \_\_\_\_\_ Official Transcript
- \_\_\_\_\_ Grades and Academic Records
- \_\_\_\_\_ Testing Results and/or Evaluations
- \_\_\_\_\_ Medical Records

\_\_\_\_\_

Student Name	Current Grade	Date of Birth
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Transcript/Records

Released by: \_\_\_\_\_

\_\_\_\_\_

Contact Name	Title
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\_\_\_\_\_

Contact Number/Email
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Please send the requested items to:

**Saint Ignatius High School**  
**1911 West 30th Street**  
**Cleveland, OH 44113**  
**ATTENTION: Principal's Office/Jayne Shepard**