



# St. John's Military School

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## Transcript and Grade Request Form

Transcript request must be in writing with the requesting person's signature on it.  
NO requests will be taken over the phone.

BEFORE any transcript/grades/test scores are mailed, we will check with the business office to make sure your account is paid to date. If there is a balance due, your request will be denied. Official transcripts will only be mailed to schools, universities, colleges, etc. We cannot mail OFFICIAL transcripts directly to a home or a person's place of business. We can mail you an UNOFFICIAL transcript for your records.

All information is required

### Cadet Information

First Name:  
Middle Name:  
Last Name:  
Social Security Number:  
Date of Birth:

### Where is the transcript to be sent?

Name:  
Company:  
Address 1:  
Address 2:  
City:  
State:  
Zip:  
Phone:

### Requesting Party Information:

First Name:  
Last Name:  
Relationship to Cadet:  
Phone:  
Signature:

You are welcome to complete this form and return it to us via FAX or USPS.