



## Bishop Machebeuf High School Transcript Request Form

**PARENTS/GUARDIANS:** This form must be given to your student's current and former school(s) to release transcripts and other important records to Bishop Machebeuf High School for the purpose of admission. **PLEASE DO NOT RETURN THIS FORM TO BISHOP MACHEBEUF HIGH SCHOOL.** Complete the following information and give this form to your student's current school. If your student attended multiple schools in the last two (2) years, each school will need a separate form to be completed before releasing transcripts, records, etc.

Student Name: \_\_\_\_\_  
FIRST MIDDLE LAST

Current Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(7th, 8th, etc.)

Previous School's Name: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

I hereby authorize the school listed above to release the following information to Bishop Machebeuf High School:

- Student's complete transcripts including all grades earned over the past two (2) school years.
- Student's most recent report card/progress report.
- Student's discipline and attendance records.
- Student's standardized testing results (ITBS, CSAP, etc.).
- Student's individual educational programs/plans (IEP, 504, etc.).

My signature authorizes release of such information as specified above. I understand this material will be treated in a confidential manner and will be used for the purpose of admissions to Bishop Machebeuf High School.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SCHOOL:** Please submit these documents to Bishop Machebeuf using one of the following methods:

- **EMAIL/SCAN (preferred) to [enrollment@machebeuf.org](mailto:enrollment@machebeuf.org)**
- **POSTAGE MAIL: Bishop Machebeuf High School, Attn: Admissions, 458 Uinta Way, Denver, CO, 80230**

If you have questions, please contact [enrollment@machebeuf.org](mailto:enrollment@machebeuf.org), or 303.344.0082 (x158)