



ST. ANDREW'S

EPISCOPAL SCHOOL K-12

Academic Records/Transcripts Release Form

Instructions for Parents:

Option 1: If you already have your child's academic records, you do not need to utilize this release form. Using the online checklist in the mySAS portal, click on the highlighted "Academic Records/Transcript" link and follow the instructions to upload school records directly to the admissions portal.

Option 2: If you do not have a copy of your child's academic records/transcripts for the current year and past two years, you will need to fill out a Transcript Release Form. Complete the information required below and give the form to your child's school registrar.

Transcript Release Form

Student name:

First Middle Last

Student date of birth: _____

I hereby authorize the release of all academic records and transcripts for the above student to St. Andrew's Episcopal School in Austin, Texas.

Signature of parent or guardian: _____

Date: _____

Instructions for Registrars: The above student has applied for admission to St. Andrew's Episcopal School in Austin, Texas. Please send a complete transcript after the first grading period, including any available standardized test scores, for the current academic year and the past two years to: admissions@sasaustin.org. Due date: February 1, 2020.

Questions? If you have any questions, please contact Kapie Breed, Admissions Officer, at 512-299-9846 or kbreed@sasaustin.org. Thank you for your assistance.