



Ursuline Academy

Graduate Transcript Request Form

If you are an Ursuline graduate and wish to request a transcript...

Please complete the form below and mail to:

**Transcript Request
Ursuline Academy
341 S. Sappington Rd.
St. Louis, MO 63122-6331**

or fax to:

**Transcript Request
Ursuline Academy
314-966-4662**

Note:
Transcripts will NOT be faxed-they will be mailed directly from Ursuline Academy (after they have been embossed and signed) to the school or business requesting the transcript!

There is no fee to send a transcript, and during normal school hours, requests are mailed within two working days. Official transcripts are sent with an official, embossed seal directly from Ursuline to the business or school requesting the transcript. This is to insure accurate, unchanged information. Transcripts may NOT be faxed. If you are merely seeking information for personal use, we will be happy to send you a copy of your grades and test scores (an unofficial transcript). If you would like to have an official transcript sent to another school or business, please send additional requests as listed above.

The Counseling Center will operate limited office hours and with minimal staffing to process transcript requests during the last two weeks of June, and will be closed in the month of July. For any further questions-contact the Counseling Office @314-984-2825. This form is available at www.ursulinesl.org under search for "transcript request".

Please Print:

Today's Date: _____/_____/_____

Graduation Year: _____

Name (Current): _____

Name (At Graduation): _____

Phone Number: _____

College or organization's name (to receive this transcript) and complete address:

For UA Office use only

Date Received: _____

Date Sent: _____

Prepared By: _____

College(s) previously attended: _____

UA Graduate's Signature: _____