



Ursuline Academy

Graduate Transcript Request Form

If you are an Ursuline Academy St. Louis graduate and wish to request a transcript, please complete the form below and email it to transcripts@ursulinesl.org or mail to:

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

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. Official transcripts may be e-mailed directly to a college or organization. If you are merely seeking information for personal use, we will send you 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.

Please note, the Counseling Office will operate limited office hours and with minimal staffing to process transcript requests during the summer months.

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 mailing address or email address:

UA Graduate's Signature: _____

For UA Office use only

Date Received:

Date Sent:

Prepared By: