



St. John's Military School

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785.823.7231 • Fax 785.309.5489



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.