



Transcript Request Form

Please complete this form and submit it to the school your student currently attends or has attended. The school will forward records directly to us.

Student Name: _____

Current Grade: _____ Student Date of Birth: _____

I give permission to release the following information to the Benilde-St. Margaret's Admissions Office:

- Current year's report card**
- Previous year's final transcript**
- Most recent standardized test results**
- Attendance records**
- Behavior records – if necessary**
- IEP/504/Learning accommodation plans – if necessary**

Signature of parent/guardian: _____

Date: _____

Schools

The Admissions Department must receive above materials to proceed with the admissions process. It is preferred to scan and email back the above information. Please send requested materials within a week of receiving the transcript request to:

Admissions Office
Benilde-St. Margaret's
2501 South Highway 100
St. Louis Park, MN 55416

Phone 952-915-4345
Fax 952-920-8889
Admissions@BSMschool.org
www.BSMschool.org

