



ACADEMIC RECORDS REQUEST FORM AND POLICY

The Archives possesses official transcripts from the following **closed** Archdiocesan institutions:

- St. Thomas and St. Edward Seminaries, Kenmore
- St. Mary Academy, Toledo
- Blessed Sacrament School, Seattle
- St. Patrick School, Seattle
- St. Mary School, Seattle
- Immaculate Conception, Seattle
- Cathedral School, Seattle
- Sacred Heart, Tacoma

For all other Catholic schools within the diocesan, please consult with the school directly. For assistance with contact information, see the [School Locator](#).

No requests will be taken over the telephone. All requests must be written and include the required information (marked with an *) below plus all accompanying documentation and payment.

If you would like an official copy of YOUR student transcript, you need:

1. Complete this form, and sign and date below.
2. A photocopy (or scan) of a current government-issued photo-identification (passport, driver's license, or military ID).

*Name of Student:	
*School/Institution:	
*City:	
*Years Attended:	
*Mother's Maiden Name:	
Details:	
*Mailing Address:	
*City:	
*State/Province:	
*Zip/Postal code:	
Country:	
Day Phone:	
*Email:	

*Denotes required fields

If you would like an official copy of another person's student transcript, you need:

Requestor's First Name:	
*Last Name:	
Organization/Company:	
*Mailing Address:	
*City:	
*State/Province:	
*Zip/Postal code:	
Country:	
Day Phone:	
*Email:	
*Purpose of Request:	
*Name of Student:	
*School/Institution:	
*City:	
*Years Attended:	
*Mother's Maiden Name:	
Details:	

1. Complete this form, and sign and date below.
2. A photocopy (or scan) of a current government-issued photo-identification (passport, driver's license, or military ID).
3. A \$20.00 check made payable to "CCAS" is required for copy costs.
4. A signed and dated release from the student **OR**
5. If the student is deceased, you must provide a copy of the student's death certificate as well as release from the next of kin.

Signature

Date

Please complete, print out, sign, and mail entire form with appropriate documentation and payment to:

Archives & Records Management
Catholic Archdiocese of Seattle
710 9th Avenue
Seattle, WA 98103

If you have any questions, please contact [Archives & Records Management](#) (206-382-4352)

*Denotes required fields