



## ACADEMIC RECORDS REQUEST FORM

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

- Assumption School, Bellingham
- Blessed Sacrament School, Seattle
- Immaculate Conception School, Seattle
- Sacred Heart School, Seattle
- Sacred Heart School, Tacoma
- St. Ann School, Tacoma
- St. Edward Seminary and St. Thomas Seminary
- St. James Cathedral School, Seattle
- St. Mary School, Seattle
- St. Mary Academy, Toledo
- St. Patrick School, Seattle

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 (your 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. Transcripts are closed to the general public for 100 years after graduation/withdrawal or death of the student, whichever is sooner. For records of younger than 100 years, proof of death of the student (i.e. obituary or death certificate) must be submitted along with the completed form.

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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 9<sup>th</sup> Avenue  
 Seattle, WA 98104

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

\*Denotes required fields