



Please sign the release form below which gives your child's current school permission to send the completed Common Referral Form(s) and transcripts to the St. James Admission Office.

***\*\*The referral form and transcript must be received by the admission office before an applicant will be considered for admission. These forms are due by January 15.***

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### Transcript & Recommendation Release Form

My child \_\_\_\_\_ is applying for admission to St. James Academy.

I give my permission for the release of my child's transcript (including report cards, progress reports, and standardized test scores) as well as the Common Referral Form(s). Please note that the Common Referral Form should be completed after November 15.

Copies of the student transcript and the Common Referral Form(s) should be sent directly to the St. James Academy admission office by **January 15**.

St. James Academy Admission  
Office  
3100 Monkton Road  
Monkton, MD 21111

~ OR ~

[admissions@saintjamesacademy.org](mailto:admissions@saintjamesacademy.org)

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Parent Signature

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Date

St. James does not discriminate on the basis of race, color, national or ethnic origin in the administration of the education policies, admission policies, scholarship and financial aid programs, and athletic and other school-administered programs.

St. James Academy is grateful to the teachers and school for providing this information. The admission committee considers this an important component in determining if St. James is a good match for each applicant.