



Transcript Request Form

To have a hard copy or pdf file of a SJP transcript sent to an institution, business or scholarship committee, please fill in the following information:

Name (last, first, middle initial):

Date:

Date of Birth:

Years Attended SJP or Graduation Year:

Contact Phone Number:

Contact E-mail:

Organization or Personal Name, Mailing Address or Email Address

Current Students and Alumni: Your account with SJP must be current, paid in full or arrangements to make payment must be made with the SJP Business Manager **before** official transcripts will be released. There is no charge if a transcript is sent to a U.S. address via the U.S. Post Office or a pdf file is emailed. If a transcript is to be sent via FedEx or DHL; payment is required **prior** to mailing and is the responsibility of the requestor. Payments may be made via a check payable to St. John's Preparatory School or debit/credit card transaction through the school's secure payment website: [Transcript - Diploma Fee](#)

Official transcripts will only be sent directly to schools/institutions/businesses. Personal copies of transcripts will be unofficial.

For additional information, forward completed forms or payments to:

Saint John's Preparatory School
 Attn: Student Records Office
 Box 4000
 Collegeville, MN 56321-4000

Fax: (320) 363-3322
 Telephone: (320) 363-3302
 Email: sernst@sjprep.net

CSB/SJU Transcripts: CSB/SJU college classes will **NOT** appear on a SJP transcript, unless the class fulfilled a requirement for SJP graduation. Due to the privacy policy on campus, college transcript requests must be made directly to the [university Registrar's Office](#).

Submit Form for Processing

Reset Form

Office Use Only: Date Received: _____

Official Transcript

Date sent: _____

Unofficial Transcript
