



# 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](mailto: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