



*A Blue Ribbon  
School of Excellence*

# CORPUS CHRISTI SCHOOL

*Superior Academics in a Christ-Centered Community*

January 4, 2012

Dear 8<sup>th</sup> Grade Parents,

The school year is passing very quickly and our eighth graders will be making some important decisions regarding where they will be attending high school. In an effort to make this easier for parents, here are a few reminders. The following information pertains to academic transcript requests:

1. Your child's test scores and transcripts are **automatically** sent to your **first choice school within the Arlington Diocese by January 26<sup>th</sup>**. That transcript request is free. That choice was selected by you on the high school placement test registration form in December.
2. **Additional** transcripts may be requested using the attached form. Checks should be made out to "Corpus Christi School" for \$5.00 per request and must accompany the attached form. Five (5) request forms are attached and additional forms may be obtained from the school office if needed or downloaded from the school's home page.
3. Each request **MUST** be made on a **separate form**. Please fill out the form completely including mailing addresses for non-Arlington Diocese High Schools where possible. The completed form with payment should be sent to the main office at Corpus Christi School. **Please put all forms and payments in a sealed envelope and label 'TRANSCRIPT REQUEST ATT: MAIN OFFICE.'**
4. **Any family, who will have a Catholic high school student in 2012-13 and require financial aid, must apply to FACTS by January 23, 2012.** Please do not miss this deadline. To apply for tuition assistance online, go to [www.factstuitionaid.com](http://www.factstuitionaid.com).

All transcript requests **MUST** be given to Corpus Christi School **by Wednesday, January 18<sup>th</sup>** in order to allow the office time to prepare transcript packages for the high schools before January 26<sup>th</sup>. Because of the amount of paperwork involved those transcripts that are requested after this date cannot be guaranteed to arrive by the transcript deadline. Corpus Christi must submit all paperwork to the Catholic high schools by Thursday, January 26<sup>th</sup>. Please remember that each high school has its own registration forms and process. **You must contact the high school directly and register by Monday, January 23<sup>rd</sup> to be considered for placement for the upcoming 2012-2013 school year.**

Pax Christi,

Al Garcia  
Principal

PREPARATORY PRESCHOOL & KINDERGARTEN CAMPUS  
7506 St. Philip Court Falls Church, VA 22042  
(703) 573-4570 Fax (703) 573-6832

ELEMENTARY SCHOOL & MIDDLE SCHOOL CAMPUS  
3301 Glen Carlyn Road Falls Church, VA 22041  
(703) 820-7450 Fax (703) 820-9635

<http://www.corpuschristischool.org>

**Fill out form below and return to the School Office**

**REQUEST #2 – \$5 Charge** Corpus Christi School Transcript Request Form **(Due by January 18<sup>th</sup>)**

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Date of Request \_\_\_\_\_

School Requesting Transcript \_\_\_\_\_

Address of School (Street Address, City, State, Zip) \_\_\_\_\_

For Internal Use only \_\_\_\_\_ Date Request Received/Initials \_\_\_\_\_/\_\_\_\_\_

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**Fill out form below and return to the School Office with \$5.00 in cash or check**

**REQUEST #3 – \$5 Charge** Corpus Christi School Transcript Request Form **(Due by January 18<sup>th</sup>)**

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Date of Request \_\_\_\_\_

School Requesting Transcript \_\_\_\_\_

Address of School (Street Address, City, State, Zip) \_\_\_\_\_

For Internal Use only \_\_\_\_\_ Date Request Received/Initials \_\_\_\_\_/\_\_\_\_\_

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**Fill out form below and return to the School Office with \$5.00 in cash or check**

**REQUEST #4 – \$5 Charge** Corpus Christi School Transcript Request Form **(Due by January 18<sup>th</sup>)**

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Date of Request \_\_\_\_\_

School Requesting Transcript \_\_\_\_\_

Address of School (Street Address, City, State, Zip) \_\_\_\_\_

For Internal Use only \_\_\_\_\_ Date Request Received/Initials \_\_\_\_\_/\_\_\_\_\_

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**Fill out form below and return to the School Office with \$5.00 in cash or check**

**REQUEST #5 – \$5 Charge** Corpus Christi School Transcript Request Form **(Due by January 18<sup>th</sup>)**

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Date of Request \_\_\_\_\_

School Requesting Transcript \_\_\_\_\_

Address of School (Street Address, City, State, Zip) \_\_\_\_\_

For Internal Use only \_\_\_\_\_ Date Request Received/Initials \_\_\_\_\_/\_\_\_\_\_

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**Fill out form below and return to the School Office with \$5.00 in cash or check**

**REQUEST #6 – \$5 Charge** Corpus Christi School Transcript Request Form **(Due by January 18<sup>th</sup>)**

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Date of Request \_\_\_\_\_

School Requesting Transcript \_\_\_\_\_

Address of School (Street Address, City, State, Zip) \_\_\_\_\_

For Internal Use only \_\_\_\_\_ Date Request Received/Initials \_\_\_\_\_/\_\_\_\_\_