

Transcript Requests

You can submit your transcript request by mail or email to terry@oxbowschool.org. Include the following information on your request:

- First and Last Name (include name attended under if different)
- Oxbow Semester/Year attended
- Complete address where transcript is to be sent
- A phone number where you can be reached
- Your current mailing address

Requests sent by mail should be sent to:

The Oxbow School

Attn: Registrar
440 Third Street
Napa, CA 94559

Allow at least 5 business days for transcript processing. Families are required to clear all financial obligations due to The Oxbow School before transcripts will be released.

Guidelines for Teacher Recommendations for Colleges & Scholarships

At the end of your Oxbow semester, you will receive a formal personalized recommendation letter from the Oxbow faculty. You may use this letter as part of your application process for college, scholarships, summer programs, or career opportunities. In the event you intend to submit your application materials digitally, please contact the Academic Dean, Jennifer Jordan (jjordan@oxbowschool.org) or digitally enter the name of the Oxbow faculty member you would like listed as the primary recommender. The recommendation letter written at the end of the semester will be appropriately updated and respectively submitted. You may not request more than one letter to be written on your behalf from Oxbow.

Please allow at least three weeks' notice to submit the recommendation letter.

Include in your email request:

1. Your name and (if you are an alum) your OS semester.
2. Your contact information including current address, email, and a cell phone number.
3. A list of the colleges to which you are applying and the mailing or email address where the recommendation is to be sent.
4. The deadline date for each college's letter.

When completing your application on-line, there will be a section for "Teacher Recommendation." Simply insert the required information and the institution (for example, the Common Application) will generate an email directly to the faculty member whose letter you have requested.