



## Transcript/Student Records Request Form

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone: \_\_\_\_\_ Counselor: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Teachers Writing Your Letters of Recommendation: \_\_\_\_\_

College/University, Armed Forces, Scholarship, Employer, Trade/ Technical School, NCAA, Internship Program, Other (List below)	City in which College is Located	Application Deadline Date	Application Deadline Type* (EA, ED, Priority, Regular, Rolling, etc.)	Are you using the Common Application (Y or N)	Do you need a Counselor Letter of Recommendation (Y or N)	For Office Use Only
						Electronic Submission or Mailed Date
Date of Request:					Paid?	

### Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts, including mid year reports and other student records can be released to a third party.

I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Transcript Fee: \$4.00 per transcript should be paid at the time of request.

Please allow 20 school days for transcript requests.

\*Consult your application or Naviance to confirm type and match to deadline date:  
EA= Early Action  
ED = Early Decision