



## Transcript/Student Records Request

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 App? (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: 1-3: no cost; 4+: \$2.00 per transcript to be paid at the time of request.  
Please allow 20 school days to process transcript requests.*

\*Consult your application or Naviance to confirm type and match to deadline date:  
EA=Early Action (usually non-binding)  
ED=Early Decision (usually binding)