

## Consent to Release High School Transcript

Official \_\_\_\_\_

Unofficial \_\_\_\_\_

### Guidelines to Follow:

1. If you are not 18 years old and you want an official transcript, your parent or guardian must sign your request.
2. Official transcripts will not be handed to the student/parent. The students/parents are entitled to unofficial copies with the understanding that colleges and universities do not accept them for admission purposes.
3. All official transcripts will be mailed directly to the college, university, institution, or scholarship foundation unless otherwise directed by your high school counselor.

Name of Student \_\_\_\_\_

Social Security Number xxx-xx \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Grade \_\_\_\_\_ Or Graduation Year \_\_\_\_\_

Requested by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

(Parent must sign here if student is not 18)

*Please check  how you want your transcript sent.*

Send by Mail  Send electronically  Will pick up

Name of University/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_