



## **TRANSCRIPT RELEASE FORM**

### **TO THE PARENT OR GUARDIAN:**

Please complete and sign this release form and submit it to your child's school principal, guidance counselor, or registrar's office. Remember to enclose an envelope and supply a stamp. It is encouraged that you follow through by making certain that necessary transcripts have been sent. Thank you for your cooperation.

Name of applicant: \_\_\_\_\_

Applying for grade: \_\_\_\_\_

Name of present school: \_\_\_\_\_

School address: \_\_\_\_\_

School phone: \_\_\_\_\_

## **SIGNATURE**

I hereby give permission for the release of the above student's official academic transcript. This should include all courses taken, grades received, and available standardized test results. This information will be held with the utmost confidentiality.

Thank you; your cooperation is greatly appreciated.

Name of parent or guardian: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_