

Transcript Release Form

Official Transcripts must be mailed by the school, only unofficial transcripts will be given directly to the student or parent (if under 18).

Student's Full Name: _____

Number of Transcripts Needed: _____

The fee for each transcript is \$1.00. Fee must be paid before the transcript will be processed.

Reason(s) for requesting Transcript(s): please circle

College Admissions

Scholarship(s)

Military Service

Other _____

Address of where official transcript(s) should be mailed:

It is your responsibility to locate the appropriate address

Signature _____ Date _____

If the student is under 18, a parent or guardian must sign for the legal release of records.

Please allow up to 3 days for processing.

Date sent: _____