

Student Transcript Request

In order to comply with the Family Education Rights and Privacy Act schools may not send student's records to any one without the signed release of the parent or guardian if the student is under 18 years of age. If the student is 18 years of age or older, the student must sign the release.

I hereby authorize the release of _____
records. **(student's name)**

I request that my transcript be sent to the following address:

Zip

(Parent or legal guardian)

(Student if 18 years or older)

Date of Request _____

Date Sent _____