

Sacred Heart of Jesus Catholic School 2017-2018

Official Transcript General Release Form

Student Name: _____ Grad Year: _____

Birth Date: _____ Phone Number: _____

This form is designed to supplement your request for official transcripts. This process will insure speed and accuracy. The school must obtain appropriate written consent for release of student records. **This consent is required from the parent or guardian of a student who has not reached the age of 18.** A student who has reached the age of 18 may declare his/her majority and sign for release of his/her records. One release form will suffice for release of pertinent school records to all post-secondary education institutions and to prospective employers. NO records will be sent anywhere without completion of this form. A new Official Transcript General Release Form must be filled out and signed every school year.

There is no fee for transcripts.

For parents of students who have not reached the age of 18, please sign below.

I hereby grant permission for the release of my child's school records to any college, agency, or scholarship programs requested.

Parent/Guardian Signature

For students who have reached the age of 18, please sign below.

I am 18 years old and assume full responsibility for requesting that my school records be sent to any college, agency, or scholarship programs requested.

Student Signature

I authorize Sacred Heart of Jesus Catholic School to fax a copy of my child's transcript to any college upon request.

Official Score Reports for the SAT or ACT are requested by most colleges. Many will insist that an official score report be sent to them directly from the College Board or the ACT. Due to colleges having inconsistent rules regarding standardized test scores, Sacred Heart of Jesus Catholic School will not include any standardized test scores with your official transcript. The parent or student must make contact with the appropriate testing agency and request scores be sent to the college of his or her choice. You can find more information regarding these scores and how to acquire them at the following websites:

SAT Score Reports: www.collegeboard.com

ACT Score Reports: www.actstudent.com