

**York Catholic High School
Transcript Release Form**

(SUBMIT REQUESTS TO MAIN OFFICE)

OFFICIAL transcripts may not be given to students or parents – they must be sent from York Catholic directly to the college or scholarship

FOR OFFICE USE ONLY:

DATE RECEIVED _____

DATE PREPARED _____

DATE MAILED _____

\$3 FEE PAID _____

STUDENT'S NAME _____ Social Security # _____

*** The date by which this transcript needs to be postmarked: _____

(Please give us at least a 2 week notice)

I AM REQUESTING A TRANSCRIPT FOR:

Name of School, Agency or Business: _____

Check One: I am requesting an **official transcript** (includes school seal and principal's signature as required by most admissions offices and scholarships)
 I am requesting an **unofficial transcript** (no seal or signature)

Check One: I have applied online and paid my application fee online.
 I have sent or will send the application and the application fee separately on my own.
 I have attached my application and application fee. Please send it with my transcript.

Check One: I have included a stamped and addressed envelope for the transcript (1 stamp for transcript only; 2 stamps for transcript and recommendations; 3 to 4 stamps for application, transcript, and recommendations). NOTE: Larger envelopes (8x11+ require additional postage).
 No stamp, envelope, or counselor form is needed for a Penn State University application. York Catholic is a web partner with PSU and will fax your transcript and counselor form information. If you are sending letters of recommendation, however, you will need to provide envelope(s) and stamp(s).

Check One: No letters of recommendation should accompany this transcript.
 Please include the letters of recommendation from the following persons. (It is the student's responsibility to ask these people to write the letter and to give it to Mrs. Loser before the post mark deadline.)

PERMISSION FOR RELEASE OF INFORMATION

I hereby give permission to York Catholic High School to release the information requested above to the institution named. I understand that the permanent record includes:

- Official Administrative Record (name, address, birthplace, grade level, completed courses, grades, class standing, attendance record)
- Standardized Test Scores
- Participation in Extracurricular Activities
- Family Background Data
- *And when available:* Most recent report card and List of Courses Scheduled for Senior Year

Date _____ **Student's Signature** _____

Date _____ **Parent's Signature** _____
(needed if student is not 18 years old)

Please note:

1. Transcript requests should be submitted to the main office at least two weeks before they need to be postmarked.
2. Student must supply an addressed envelope with sufficient postage attached.
3. After the first request, there is a \$3.00 fee for each transcript requested.