

# York Catholic High School Alumni Transcript Release Form

According to Federal and State Laws governing school records, we need permission to release records to any outside parties. A parent or guardian must sign a release form until a student becomes 18 years of age. After that, the student must sign this release form.

**Instructions:**

- Submit this form to York Catholic's Main Office.
- \$3.00 processing fee is required per request (cash or check made payable to *York Catholic*).
- Please allow 10 business days for processing.

A copy of the Permanent Record of \_\_\_\_\_ Graduation Year \_\_\_\_\_

may be sent to \_\_\_\_\_  
*(Name of College, University, Employer, etc.)*

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City* *State* *Zip*

This record includes the following:

- Official Administrative Record (name, address, birthplace, grade level completed, grades, class standing, attendance record)
- Standardized Test Scores

Special Instructions from the Requestor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Requestor \_\_\_\_\_

Phone of Requestor \_\_\_\_\_ Email of Requestor \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent *(if student is under 18)* or Student *(if 18 or over)* Date

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***For internal use only:***

DATE RECEIVED \_\_\_\_\_ DATE PROCESSED \_\_\_\_\_ DATE MAILED \_\_\_\_\_ \$3 FEE PAID \_\_\_\_\_