

York Catholic High School
Transcript Release Form
 for Current Students

For Office Use Only:	
Received	_____
Prepared	_____
Mailed	_____
Fee Paid	_____

Instructions:

- Submit all transcript request forms to the Career Room.
- **Official** transcripts will only be sent directly to the college, scholarship agency, or other institution. They are not given directly to students or parents. You are permitted to copy unofficial transcripts.
- Notice of at least 2 weeks or 10 school days is required.
- The first request is free and all subsequent requests are \$3.00. Cash or check accepted.

Student's Name: _____

Name of college, scholarship, institution, etc.: _____

_____ **Official Transcript** _____ **Unofficial Transcript** *(No seal or signature, given to students/parents)*

Application Information:

College/Scholarship Address: _____

Today's Date: _____ Application Due Date: _____

Envelope, addressed to the college, and 2-3 stamps (not affixed) attached? Yes No
(A book of stamps is recommended for multiple applications) (No envelope is needed for PSU)

Is a School Report/Counselor Form required? *(Please print and submit)* Yes No

Letters of Recommendation to be included with documents? Yes No

List Recommenders to be Included with Transcript:	<i>Attached</i>	<i>Will be given to Guidance</i>
1. _____	Yes No	Yes No
2. _____	Yes No	Yes No
3. _____	Yes No	Yes No

Common Application applicants only:

Are you applying with the online Common Application? Yes No

Have you requested that your School Report be completed online by your School Counselor? Yes No

Have you checked with your teacher recommenders whether they prefer online or paper? Yes No

Special Notes for College or Scholarship Applications:

Permission for Release of Information

I give permission to York Catholic High School to release the information requested above to the institution named. I understand my record includes my name, address, birthdate, grade level, completed courses, grades, rank, attendance, standardized test scores, and possibly senior year courses.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

(Needed if student is not 18 years old)