

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.
- Processing fee is required per request (\$5 cash or check made payable to *York Catholic* or \$5.50 with credit card).
- 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 _____ FEE PAID _____ FEE AMT _____