

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 College & Career Counseling Office.
- **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.
- No fee is required.

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: _____

Yes No

Would you like your SAT/ACT scores included on your transcript?

Is a School Report/Counselor Form required? *(Check college website; print and submit)*

Letters of Recommendation to be included with documents?	<i>Uploaded on SCOIR or CA</i>	<i>Will be given to Guidance</i>
	Yes No	Yes No

1. _____

2. _____

3. _____

Common Application applicants only: Yes No

Are you applying with the online Common Application?

Have you requested that your School Report be completed online by your School Counselor?

Have you invited your teacher recommenders to Common Application?

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)