

York Catholic High School  
**Transcript Release Form**  
 for Current Students

<b>For Office Use Only:</b>	
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)*