

David Butler Jr., College & Career Advisor  
Jamie Loughman, School Counselor  
Sarah McShane, School Counselor  
Jodi Maurer, School Counselor



601 E Springettsbury Ave  
York PA 17403

717-846-8871  
yorkcatholic.org

### TRANSCRIPT RELEASE FORM FOR CURRENT STUDENTS

Due to federal legislation, York Catholic High School must secure written consent for release of student records. This consent is required from the parent or guardian of a student who is under the age of eighteen (18). A student who has attained the age of eighteen (18) may declare one's majority and sign for the release of his/her records. This release will suffice for release of pertinent school records to all post-secondary institutions and to prospective employers, or an individual signature will be required for each request. NO RECORDS WILL BE SENT WITHOUT AN AUTHORIZED SIGNATURE ON THIS FORM OR A SIGNATURE FOR EACH DESIGNATED REQUEST FOR THE SENDING OF TRANSCRIPTS. A transcript is a copy of a student's permanent record, which records final grades, GPA, class rank, and attendance for 9th, 10th, and 11th Grades, as well as senior data through the date of the transcript. Standardized test scores such as SAT and ACT are also included. Unless a student registers to take the SAT or ACT with the proper high school code (395-445), York Catholic High School will not have the scores to include with the transcript. **Also, please note that many colleges such as The Pennsylvania State University and The University of Delaware, etc., will not accept test scores the school sends as official. Instead, many colleges require SAT/ACT scores to be sent directly from the College Board or ACT.** It is the student's responsibility to check with the admissions office of the college regarding its policy.

The Counseling Office must have parents sign for release of school information. Please sign this general release once and your child can request transcripts for each respective school they apply for via SCOIR, Common App, or directly to the institution.

Should your SAT/ACT scores be included on your transcript? Yes No

#### Instructions

- **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.
- Allow a minimum of five (5) days for the transcripts to be sent via SCOIR, Common App, or electronically to the institution. Additional time is needed for transcripts sent by mail.
- If requesting a transcript sent by mail, please bring an addressed and stamped envelope to the Guidance Suite.
- No fee is required.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

<b>For Office Use Only</b> Received: _____ Prepared: _____
--