

THE SCHOOL DISTRICT OF SPRINGFIELD, R-12
Release of Information for Transcript Purposes (Current Student)
This is a Release Only – Transcripts will not be sent from this form.

Important Information for Parents:

Students under the age of 18 must have parent/guardian approval to request that a transcript be sent from the school to a post-secondary institution, scholarship agency or employer. A parent/guardian may sign each individual request, or may complete this form which will authorize their student to make all requests during the school year.

Please consider the following information regarding transcript requests before signing the attached authorization.

Since the ACT and SAT are voluntary tests, the scores will not automatically be included with the student's transcript when sent to post secondary institutions or scholarship agencies. In addition, many colleges do not accept the scores unless they are sent directly from the testing

Student Name: _____ Student ID: _____ Date: _____
(Please Print)

I give permission for my student to authorize all transcript requests during the school year.

Student (18 or Older) or Parent/Guardian Signature _____
Date

(PLEASE RETURN THIS FORM TO THE COUNSELING OFFICE AT YOUR HIGH SCHOOL)

EXAMPLE: Below is an example of a Transcript Request form

An official transcript will be mailed to the Institution(s)/Organization(s) listed below.

Name and Address of Institution/Organization

Check all that apply

EXAMPLE

- Transcript with ACT/SAT scores*
- Transcript without ACT/SAT scores*
- Online application completed*
- Paper application attached*