

TRANSCRIPT/RECORDS REQUEST (CURRENT STUDENT)
THE SCHOOL DISTRICT OF SPRINGFIELD R-12

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.

Since the ACT and SAT are voluntary tests, the scores will not automatically be included.

Student Name: _____ Student ID: _____ Date: _____
(please print)

I give permission for my student to authorize all transcript requests during the 2020-2021 school year.

Parent/Guardian Signature: _____ Date _____

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

An official transcript will be mailed to the Institution(s)/Organizations(s) listed below:

Name and Address of Institution/Organization

Check all that apply

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