

**THE SCHOOL DISTRICT OF SPRINGFIELD, R-12  
TRANSCRIPT/RECORDS REQUEST (Current Student)**

**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 this 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 company. In the past, we have provided this service to students. Students and parents still have the option to send the scores with the transcript, but ONLY if requested in writing. The revised form reflects the change in process and allows the student/parent to designate whether to include the scores with the transcript. (See example below)*

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

I give permission for my student to authorize all transcript requests during the 2018-2019 school year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(PLEASE RETURN THIS FORM TO THE RECORDS SECRETARY AT YOUR HIGH SCHOOL)**

Transcript/Record Request Forms are located outside the Records Office for student's to complete once this form is returned with your authorization.