

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

## Cedarburg High School Transcript and/or Test Score(s) Parent Release For Current High School Students

*Official* transcripts are only sent to schools, employers, scholarship agencies, etc., by request of the student or parent; under no circumstances are they ever released directly to students or parents. However, if a student or parent wishes to obtain an *unofficial* copy of the transcript for personal use, the CHS Counseling Office will furnish a copy upon request with a signed transcript release.

Most colleges require the electronic release of official college entrance test scores directly from ACT or The College Board (SAT I and SAT II). However, a few colleges and some scholarship agencies may agree to accept a copy from the high school. To release a test score(s) from the high school, this signed release form must be submitted.

Cedarburg High School charges \$5.00 per transcript request. We do *not* charge a fee for transcripts accompanying scholarship applications. When transcripts are requested, they will be sent electronically through Naviance. A paper copy will be sent to the few colleges that do not accept electronic transcripts.

Please check the appropriate boxes below. **This form only needs to be completed one time per year.**

### TRANSCRIPTS

- All colleges, universities or technical colleges to which the student applies  
**or**  
 The following: (school, work, military, etc., listed individually)  
School/Agency: \_\_\_\_\_ City, State: \_\_\_\_\_
- All scholarship agencies and selection committees to which the student applies.  
**or**  
 The following scholarship agency/selection committee:  
Agency/Committee: \_\_\_\_\_ City, State: \_\_\_\_\_

### TEST SCORES

- ACT Test Scores for the following Month/Year test was taken: \_\_\_\_\_,
- SAT I and/or SATII Test Scores for the Month/Year test was taken: \_\_\_\_\_

Student's Name (please print) \_\_\_\_\_

Year of Graduation \_\_\_\_\_

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

Parent/Guardian  
Daytime Phone number: \_\_\_\_\_ email: \_\_\_\_\_