

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.**

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**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: \_\_\_\_\_