

TRANSCRIPT RELEASE FORM

This form must be completed for each college or scholarship for which you are applying.

Student's Full Name: _____

Phone number: _____ - _____ - _____ Graduation Year: _____

Request Date: _____ Transcript Deadline: _____
(Please allow two weeks for processing)

Name of College/Scholarship: _____

Attention: _____

Address: _____
Street City State Zip

Are you using the Common Application?

Yes – Sign your name at the bottom. You need to complete the “School Forms” section of the Common App as soon as possible. Make sure you talk with your teacher first about writing a recommendation letter for you. Your transcript and recommendation letters will then be uploaded online. ***YOU MUST INVITE THE COUNSELOR AND TEACHERS.** Your test scores are on your transcript. However, if the school asks for an official copy of test scores, you are responsible for having your scores sent from the College Board or ACT. Mid-term grades and final transcript are also sent to colleges.

No – Your transcript and recommendation letters will be either faxed/mailed/or uploaded electronically. Remember to print any transcript and/or secondary school report forms if not submitting online.

Student's Signature _____ Print Name: _____

By signing this form, I authorize Wilmington Christian School to release my school records to the institution listed.

NOTE: YOU CAN ALSO REQUEST YOUR TRANSCRIPTS VIA NAVIANCE

(For Guidance Office Use Only): _____
Date sent electronically/mailed/faxed