



**TRANSCRIPT/STUDENT RECORDS REQUEST**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number \_\_\_\_\_ Counselor: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Teacher(s) Writing Your Letters of Recommendation: \_\_\_\_\_

College/University, Armed Forces, Scholarship, Employer, Trade/Technical School, NCAA, Internship Program, Other (List below)	City in which College is Located	Application Deadline Date	Application Deadline Type* (EA, ED, Priority, Regular, Rolling, etc.)	Are you using the Common App? (Y or N)	Are you using the Coalition App? (Y or N)	Do you need a Counselor Letter of Recommendation (Y or N)	For OFFICE USE Only
							Electronic Submission or Mailed Date

Date of Request: \_\_\_\_\_

**Release of Student Records**

The law requires that schools receive written permission signed by the parent/guardian before transcripts, including mid-year reports and other student records can be released to a third party.

*I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my student.*

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fees: Current Students: first 3 transcripts: nocost; additional transcripts (4+): \$2 each, payable at the time of request.

**\*\*\*HCPSS is not charging for transcripts during the COVID school closure\*\*\***

*Please allow 20 school days to process transcript requests.*

\*Consult your application to confirm type and match to deadline date:  
 EA=Early Action (usually non-binding)  
 ED=Early Decision (usually binding)

**Please return completed form to [Joni\\_Deison@hcpss.org](mailto:Joni_Deison@hcpss.org)**