

AUTHORIZATION FOR RELEASE OF ACADEMIC RECORDS

(High School Students)

Taylor High School is authorized to release a transcript (Academic Achievement Record) for:

_____ or _____
Print: Student's Full Legal Name Current Grade Year Graduated

Recipient (College, employer, recruiter, scholarship program, student)

An official transcript is to be:

_____ Sent by high school registrar (Mary Ann Zucknick) through TREx system. An electronic version of the transcript is sent to a college or university. SAT or ACT scores cannot be sent through Trex. This system provides a tracking # so receipt of transcript can be tracked if necessary.

_____ Mailed in an attached, pre-addressed and stamped envelope.

_____ Sealed in an envelope to be picked up by the student/parent/guardian. These transcripts are stamped with an official seal. They are considered invalid if the envelope seal is broken.

An unofficial transcript is to be:

_____ Picked up by the student or parent/guardian. Unofficial transcripts are not affixed with the registrar's signature nor the official THS embossed seal.

One of the following **MUST** be checked:

_____ I authorize Taylor ISD to release any national test score to include ACT/SAT, PSAT, and/or AP scores.

_____ I do not authorize Taylor ISD to release any national test score.

Signature of Student

Signature of Parent/Guardian (student is under 18 yrs of age)

Date Requested

(Office use only: Date processed and prepared by)