

Shade-Central City School District



203 McGregor Avenue
Cairnbrook, PA 15924
Telephone (814) 754-4648 FAX (814) 754-5848
website <www.shade.k12.pa.us>

John Krupper, Superintendent/ Elementary Principal
Sean Wechtenhiser, Junior/Senior High School Principal

Stacey Papinchak, Business Manager/Board Secretary
Ken Gibbons, Buildings & Grounds

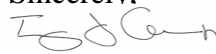
The mission of the Shade-Central City School District is to support all students to achieve academic success and become positive, productive members of our school, community and society.

To Whom It May Concern:

Please be advised that it is my responsibility to protect the confidentiality of every students' records and that the release of personal data must be in accordance with prescribed laws and school policies.

I must obtain written permission to release a student's educational records. Please understand that with your signature on the line provided below; this authorizes Shade Central-City School District to release educational records at your request. This form will be placed in your permanent file.

Please do not hesitate to contact our district should you need additional assistance. Good luck to you in all of your future endeavors.

Sincerely,

Troy J. Carbaugh
School Counselor

Name of Student Requesting Educational Records: _____

Name of Student During Enrollment Period: _____

Date of Birth: _____

Dates of Attendance: _____

Year of Graduation: _____

Current Address: _____

Phone Number: _____

Name & Address Transcript Should Be Sent To: **

Signature of Former Student: _____ **Date:** _____

**Official transcripts (w/seal) must be sent directly to the institution. Students wishing to obtain transcripts will receive unofficial transcripts (w/o seal).

PLEASE ALLOW 5-10 BUSINESS DAYS FOR PROCESSING