

**St. Mary's Dominican High School  
Transcript/Records Release Form**

Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Counselor: \_\_\_\_\_  
(Counselor initials required.)

Amount Received: \_\_\_\_\_

I hereby give permission for my daughter's transcript of academic work undertaken at St. Mary's Dominican High School to be sent to colleges, universities, or scholarship programs to which she is applying. It is the student's responsibility to notify the counseling office of those colleges and programs for which a transcript is needed and to do so at least three (3) weeks before the due date at the college, university, or scholarship program.

Student's Name (Please Print): \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Please release records as indicated on reverse side of form. College/Scholarship name and complete address are required. I understand that my OFFICIAL score has to be mailed by the testing company directly to the university.**

**Cost per transcript is \$3.00.**

Paid		Due Date	College/University/or Scholarship ( <u>Complete address required</u> on reverse side of this form.)
<input type="checkbox"/> Cash	<input type="checkbox"/> Ck #		
<input type="checkbox"/> Cash	<input type="checkbox"/> Ck #		
<input type="checkbox"/> Cash	<input type="checkbox"/> Ck #		
<input type="checkbox"/> Cash	<input type="checkbox"/> Ck #		
<input type="checkbox"/> Cash	<input type="checkbox"/> Ck #		
<input type="checkbox"/> Cash	<input type="checkbox"/> Ck #		

**Please Note: Issuance of records may take up to two weeks.**

**Mid-Year Grades (Transcript) Sent on \_\_\_\_\_**

College/Scholarship Provide Address to be Sent	Student's Initials	Application Deadline	Other Information Needed	How Applied	Hold For:	Office Use	Mid-Year Sent		
1. _____ _____ _____ _____			_____ _____ _____	<input type="checkbox"/> I applied Online.  <input type="checkbox"/> I'm mailing Application.	<input type="checkbox"/> Application/Fees <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Other	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> App./Fees <input type="checkbox"/> Transcript <input type="checkbox"/> Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
2. _____ _____ _____ _____			_____ _____ _____	<input type="checkbox"/> I applied Online.  <input type="checkbox"/> I'm mailing Application.	<input type="checkbox"/> Application/Fees <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Other	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> App./Fees <input type="checkbox"/> Transcript <input type="checkbox"/> Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
3. _____ _____ _____ _____			_____ _____ _____	<input type="checkbox"/> I applied Online.  <input type="checkbox"/> I'm mailing Application.	<input type="checkbox"/> Application/Fees <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Other	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> App./Fees <input type="checkbox"/> Transcript <input type="checkbox"/> Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
4. _____ _____ _____ _____			_____ _____ _____	<input type="checkbox"/> I applied Online.  <input type="checkbox"/> I'm mailing Application.	<input type="checkbox"/> Application/Fees <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Other	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> App./Fees <input type="checkbox"/> Transcript <input type="checkbox"/> Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
5. _____ _____ _____ _____			_____ _____ _____	<input type="checkbox"/> I applied Online.  <input type="checkbox"/> I'm mailing Application.	<input type="checkbox"/> Application/Fees <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Other	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> App./Fees <input type="checkbox"/> Transcript <input type="checkbox"/> Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
6. _____ _____ _____ _____			_____ _____ _____	<input type="checkbox"/> I applied Online.  <input type="checkbox"/> I'm mailing Application.	<input type="checkbox"/> Application/Fees <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Recommendation from _____ <input type="checkbox"/> Other	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> App./Fees <input type="checkbox"/> Transcript <input type="checkbox"/> Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			