

**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		College/University/or Scholarship	
Due Date		(Complete address required 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. _____ _____ _____ _____			_____ _____ _____	___ Common App ___ I applied Online. ___ I'm mailing Application.	___ Recommendation from _____ ___ Recommendation from _____ Counselor _____ ___ Other _____	___ Mail/Pick Up on _____ ___ Naviance on _____ ___ Transcript _____ ___ Recommendation(s) _____ ___ Profile _____ ___ Other _____			
2. _____ _____ _____ _____			_____ _____ _____	___ Common App ___ I applied Online. ___ I'm mailing Application.	___ Recommendation from _____ ___ Recommendation from _____ Counselor _____ ___ Other _____	___ Mail/Pick Up on _____ ___ Naviance on _____ ___ Transcript _____ ___ Recommendation(s) _____ ___ Profile _____ ___ Other _____			
3. _____ _____ _____ _____			_____ _____ _____	___ Common App ___ I applied Online. ___ I'm mailing Application.	___ Recommendation from _____ ___ Recommendation from _____ Counselor _____ ___ Other _____	___ Mail/Pick Up on _____ ___ Naviance on _____ ___ Transcript _____ ___ Recommendation(s) _____ ___ Profile _____ ___ Other _____			
4. _____ _____ _____ _____			_____ _____ _____	___ Common App ___ I applied Online. ___ I'm mailing Application.	___ Recommendation from _____ ___ Recommendation from _____ Counselor _____ ___ Other _____	___ Mail/Pick Up on _____ ___ Naviance on _____ ___ Transcript _____ ___ Recommendation(s) _____ ___ Profile _____ ___ Other _____			
5. _____ _____ _____ _____			_____ _____ _____	___ Common App ___ I applied Online. ___ I'm mailing Application.	___ Recommendation from _____ ___ Recommendation from _____ Counselor _____ ___ Other _____	___ Mail/Pick Up on _____ ___ Naviance on _____ ___ Transcript _____ ___ Recommendation(s) _____ ___ Profile _____ ___ Other _____			
6. _____ _____ _____ _____			_____ _____ _____	___ Common App ___ I applied Online. ___ I'm mailing Application.	___ Recommendation from _____ ___ Recommendation from _____ Counselor _____ ___ Other _____	___ Mail/Pick Up on _____ ___ Naviance on _____ ___ Transcript _____ ___ Recommendation(s) _____ ___ Profile _____ ___ Other _____			