

**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 address are required. Test scores are NOT included on the transcript. I understand that my OFFICIAL score must be mailed by the testing company directly to the university.**

**Cost per transcript: Private in State and all Out of State Schools: \$3.00  
In State Public Schools: No Charge**

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 Name, City and State	Student's Initials	Application Deadline	Other Information Needed	How Applied	Recommendations:	Office Use	Mid-Year Sent		
1. _____ _____ _____			_____ _____ _____	<input type="checkbox"/> Common App <input type="checkbox"/> Direct to College <input type="checkbox"/> Coalition or other application	<input type="checkbox"/> Recommendation from (name) _____ <input type="checkbox"/> Recommendation from (name) _____ Counselor _____	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> Naviance on _____ <input type="checkbox"/> Transcript Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
2. _____ _____ _____			_____ _____ _____	<input type="checkbox"/> Common App <input type="checkbox"/> Direct to College <input type="checkbox"/> Coalition or other application	<input type="checkbox"/> Recommendation from (name) _____ <input type="checkbox"/> Recommendation from (name) _____ Counselor _____	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> Naviance on _____ <input type="checkbox"/> Transcript Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
3. _____ _____ _____			_____ _____ _____	<input type="checkbox"/> Common App <input type="checkbox"/> Direct to College <input type="checkbox"/> Coalition or other application	<input type="checkbox"/> Recommendation from (name) _____ <input type="checkbox"/> Recommendation from (name) _____ Counselor _____	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> Naviance on _____ <input type="checkbox"/> Transcript Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
4. _____ _____ _____			_____ _____ _____	<input type="checkbox"/> Common App <input type="checkbox"/> Direct to College <input type="checkbox"/> Coalition or other application	<input type="checkbox"/> Recommendation from (name) _____ <input type="checkbox"/> Recommendation from (name) _____ Counselor _____	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> Naviance on _____ <input type="checkbox"/> Transcript Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
5. _____ _____ _____			_____ _____ _____	<input type="checkbox"/> Common App <input type="checkbox"/> Direct to College <input type="checkbox"/> Coalition or other application	<input type="checkbox"/> Recommendation from (name) _____ <input type="checkbox"/> Recommendation from (name) _____ Counselor _____	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> Naviance on _____ <input type="checkbox"/> Transcript Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			
6. _____ _____ _____			_____ _____ _____	<input type="checkbox"/> Common App <input type="checkbox"/> Direct to College <input type="checkbox"/> Coalition or other application	<input type="checkbox"/> Recommendation from (name) _____ <input type="checkbox"/> Recommendation from (name) _____ Counselor _____	<input type="checkbox"/> Mail/Pick Up on _____ <input type="checkbox"/> Naviance on _____ <input type="checkbox"/> Transcript Recommendation(s) <input type="checkbox"/> Profile <input type="checkbox"/> Other			