



Hempfield High School  
Counseling Department  
200 Stanley Avenue  
Landisville, Pennsylvania 17538-1300

## GRADUATE TRANSCRIPT RELEASE FORM

### Instructions:

You should allow at least 3 to 5 days for your transcript to arrive via mail. This means that your release form should be in the Counseling Office **at least 10 working days before it is due** at the college, school, scholarship program, or place of employment.

At no time, under no circumstances, can we hand you an official transcript. If you carry a transcript with you, it is labeled as an **unofficial transcript**.

There is a **charge of \$3.00 per transcript request**, paid in **cash or money order** made payable to Hempfield School District (*effective 8/1/2011*). Mail completed form and payment to the address listed above. We **do not** accept personal checks or credit cards. Please **do not** send coins via US mail.

---

Fee of \$3.00 (check one): Paid via **Money Order**: \_\_\_\_\_ Paid with **Cash**: \_\_\_\_\_

**Date Submitted**: \_\_\_\_\_ **Year of Graduation**: \_\_\_\_\_ **Date of Birth**: \_\_\_\_\_

**Graduate Name** as it appeared on **HHS record**: \_\_\_\_\_

**Graduate Name** (current name): \_\_\_\_\_

**Graduate Phone #**: \_\_\_\_\_ **Email**: \_\_\_\_\_

**Name of College/Scholarship/Employer** to which you would like your transcript sent (\$3 each):

\_\_\_\_\_

**Mailing Address for Transcript**: \_\_\_\_\_

Requesting an **unofficial copy of transcript (\$3 each)**: \_\_\_\_\_

---

*Graduate Signature (required)*

---

**Office Checklist:**      **Date received in the Counseling Office:** \_\_\_\_\_

**Date Mailed / Faxed by Counseling Office:** \_\_\_\_\_

**Money Order #:** \_\_\_\_\_