

Transcript/Records Request/Release Form

(Please print clearly)

***There is a \$1.00 charge for each transcript for current student
*Students on Free or Reduced Lunch do not pay the fee***

Transcripts will not be processed until payment is received

Requests are processed in 3-5 days

Phone or email requests will not be accepted.

***In accordance with federal law, academic records are confidential and may be released only with the written consent of the student or parent/guardian if the student is under 18 years old.**

I authorize Elizabethtown High School to release my transcript/records for the following purposes:

(check all that apply)

- College Application
- Scholarship Application
- Athletic Purposes: (NCAA/NAIA Eligibility Center or prospective coach)
- Other (please specify): _____

Information Needed:

- Official** transcript (Sealed and Embossed) No. of Copies _____

*Official transcripts can only be mailed directly to the College/University

(Please check with Mrs. Franklin or your Counselor if you need an official transcript for a scholarship application)

- Unofficial** transcript (personal use only – Red X in center) No. of Copies _____

I authorize release of my transcript/records to:

- Any and All Colleges/Universities, Scholarships, or other institutions I request**

(Please list on the back of this form)

Student Name: _____
(Last) (First) (Middle)

Signature of Student

Date

Signature of Parent/Guardian (if student is under 18)

Date

OFFICIAL USE ONLY:	Amount Paid _____
Date Received _____	Initials _____
Date Mailed _____	Initials _____
<input type="checkbox"/> Issued to student S/S/S	Initials _____

Please fill out information on back page.
→→→→→

Have you submitted your Application to the College/University? Yes No

Are you a free/reduced lunch student? Yes No

If yes, would you like your counselor to submit a request for waiver of your application fee? Yes No

Please check all items you wish to have the Guidance Office mail to the College/University
(check all that apply – if box is not checked, item will not be sent)

NOTE: All items checked below will be mailed for the \$1 fee. However, if you fail to check any of the boxes below, and later request those items to be sent, there will be an additional \$1 fee per item)

- Transcript
- Unofficial ACT Scores
- Request for Waiver of Application Fee
- Counselor Recommendation Letter
- Counselor Verification Form
- Scholarship Application (NOTE: We only mail Scholarship Applications if required by the College/University)

Please send the above checked information to:

- Elizabethtown Community & Technical College (ECTC)
- University of Kentucky
- University of Louisville
- Western Kentucky University
- Eastern Kentucky University
- Murray State University
- Morehead State University
- Campbellsville University
- Bellarmine University
- Lindsey Wilson College
- Georgetown College
- Centre College
- Northern Kentucky University

- Other
