

**AUTHORIZATION FOR RELEASE of ACADEMIC RECORDS**

Memorial High School is authorized to release a transcript (Academic Achievement Record) for:

\_\_\_\_\_  
Print: Student's Full Legal Name

\_\_\_\_\_  
Current Grade      or      Year Graduated

\_\_\_\_\_  
Recipient (College, employer, recruiter, scholarship program, student, etc.)

**An official transcript is to be...** (indicate which one)

\_\_\_\_\_ Mailed in an attached, preaddressed and stamped envelope.

\_\_\_\_\_ Sealed in an envelope to be picked up by the student or parent/guardian. These transcripts are stamped "Issued to Student in a Sealed Envelope". They are considered invalid if the MHS school seal is broken.

**An unofficial transcript is to be...**

\_\_\_\_\_ Picked up by student or parent/guardian. Unofficial transcripts are not affixed with the registrar's signature nor the official MHS embossed seal.

\_\_\_\_\_ Mailed in an attached, preaddressed and stamped envelope.

*There will be a fee of \$2.00 for each transcript requested, payable at the time of the request.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent (required of all current students)

\_\_\_\_\_  
Date Requested