

## Authorization for Release of Academic Records

Please allow **up to 5 business** days for processing.

Date of Request: \_\_\_\_\_ Deadline for Institution Submission: \_\_\_\_\_

Duchesne Academy is authorized to release an Academic Achievement Record for:

\_\_\_\_\_ or \_\_\_\_\_  
Print: Student's Full Legal Name Current Grade Year Graduated

Requester's Name: \_\_\_\_\_

Requester's Phone Number: \_\_\_\_\_

Requester's Email Address: \_\_\_\_\_

Purpose of Request (check all that apply): \_\_\_ Personal Records, \_\_\_ College, \_\_\_ Scholarship,  
\_\_\_ Internship, \_\_\_ Employment Verification, \_\_\_ Other: \_\_\_\_\_

**In the blank, fill in the number of official or unofficial transcripts needed.**

\_\_\_\_\_ Official Academic Record(s) \_\_\_\_\_ Unofficial Academic Record(s)

*Official academic records are submitted directly to the college, university, or scholarship organization from Duchesne Academy's Registrar Office. WE CANNOT accept requests for overnight express delivery. We do not provide official academic records to individuals.*

### **Please check the appropriate box.**

Unofficial Academic Record will be picked up or emailed between 8:00 am – 3:45 pm.

1. Name or Organization: \_\_\_\_\_ 2. Name or Organization: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Official Academic Record - Please provide complete mail or email address and contact person

1. Name or Organization: \_\_\_\_\_ 2. Name or Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

*If you have additional requests, complete an additional form and attach.*

**Please email requests to:**

[transcripts@duchesne.org](mailto:transcripts@duchesne.org)

**For questions contact:**

Registrar at 713 468.8211, ext. 3160

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**For Registrar's Office Use Only:**

Date Received: \_\_\_\_\_ Date Sent/Processed: \_\_\_\_\_ Division: \_\_\_\_\_