

Class of 2020 return this form to the Student Counseling suite by MAY 5
Your gown will be handed out on May 12 as long as this form is returned.

FINAL TRANSCRIPT RELEASE

NAME _____
(Please Print)

Please send a **FINAL TRANSCRIPT** in June to the following:

Name of College / Technical College / Place of Business*

City

State

Signature

Collegiate Athlete (Division I or Division II)

I will need a transcript to the NCAA _____ Yes _____ No

NOTE:

1. It is important that you have the correct name of the college you are going to attend and the city and state of that school.
2. **TRANSCRIPTS** – All transcripts ordered through Naviance will be charged \$4.00 per transcript, including your final transcript. You will get a notice later with your total. After you get your transcript fee bill, please pay this amount to the attendance office by the first day of finals (May 22). Checks payable to Xavier Catholic Schools or cash. **AFTER GRADUATION ALL TRANSCRIPTS FOR GRADUATED STUDENTS MUST BE ORDERED THROUGH PARCHMENT WHICH CAN BE ACCESSED ON THE XAVIER website.**
3. Under the requirements set by the laws of CONFIDENTIALITY, this sheet **MUST** be signed by you. **WE WILL NOT SEND ANY TRANSCRIPT UNLESS THIS IS SIGNED.**
4. **RETURN THIS IMMEDIATELY!** Many schools will not allow you to register for classes until they receive your final transcript.

*No transcript is required at this time if joining the work force. Please just put your name on top and return the form to the counseling suite.