



JOLIET TOWNSHIP HIGH SCHOOLS

RECORD OF RELEASE OF INFORMATION

The following documentation is required prior to the release of a student's records. It should be noted that the parent/guardian and student, if over 12, have the right to inspect and copy the records to be released, challenge the contents, limit consent to designated records or portions of the information contained in the records and revoke this consent in writing at any time. The completion of this form will constitute compliance with FERPA, MHDDCA, ISSRA, and the Confidentiality Act as the required documentation for the consent and release of the requested student record information.

Student ID: _____

Name:

Last First Middle Birth Date

Address (Current) City/State/Zip Telephone Number

Signature of Person requesting transcript

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Name and address of where records will be forwarded to (please print):

Name of school/college/agency

Address of school/college/agency

City State Zip

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What is the reason/purpose of this request?

College/University Application Proof of Graduation Other (Please explain)

Nature/substance of information released: Official Transcript Unofficial Transcript

SAT Score included with Transcript? Yes No (JTHS State ACT Score Only)

Please check one:

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FINAL TRANSCRIPT

- Parent and student signatures are required before school records will be released.
- **1 FINAL TRANSCRIPT PER STUDENT**
- **ALL SCHOOL FEES must be paid before records will be released.**