

**Whitesburg Christian Academy 2023-2024**  
**Counseling Office**  
**Official Transcript General Release Form**

Student Name: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This form is designed to supplement your request for official transcripts made to your Naviance account online. This process will insure speed and accuracy. The school must obtain appropriate written consent for release of student records. **This consent is required from the parent or guardian of a student who has not reached the age of eighteen.** A student who has attained the age of eighteen may declare his/her majority and sign for release of his/her records. One release form will suffice for release of pertinent school records to all post-secondary education institutions and to prospective employers. NO records will be sent anywhere without completion of this form.

**There is no fee for transcripts**

Please note that the Counseling Office processes a large number of transcript release forms, which requires us to physically update your Naviance account. These Naviance updates are processed as quickly and efficiently as possible in the order in which they are received. To ensure that your Naviance account is updated in time to submit your transcripts by the college application deadlines, please make sure to submit **this Official Transcript General Release Form** at least **two weeks' in advance of deadlines**. We ask that you give us enough time to thoroughly and carefully complete the forms so that all records are accurate.

*I hereby grant permission for the release of School records to the college, agency, or Scholarship programs listed on my child's Naviance online account.*

*I am 18 years old & assume full responsibility for requesting that my records be sent as designated on my Naviance online account*

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

- I authorize Whitesburg Christian Academy Guidance Office to fax a copy of my child's transcript to the Colleges listed on their Naviance account, should the College so request.

**Official Score Reports** for the SAT or the ACT are requested by most colleges, especially the selective ones. A great many colleges will insist that an official score report be sent to them directly from the College Board (SAT) or the ACT. Due to colleges having inconsistent rules regarding these standardized test scores, and the new rules by the College Board regarding the release of individual test scores, **Whitesburg Christian Academy will not include any standardized test scores with your official transcript.** The student must make contact with the appropriate testing agency and request official scores be sent to the college(s) of his/her choice. We have identified each agency's telephone number and web site below for your convenience. Remember when requesting copies the Whitesburg Christian Academy school code is **011509** and you will need to order via a credit card.

**SAT Score Reports**  
866-756-7346  
[www.collegeboard.com](http://www.collegeboard.com)

**ACT Score Reports**  
319-337-1313  
[www.actstudent.org](http://www.actstudent.org)