



# KISKI AREA HIGH SCHOOL TRANSCRIPT RELEASE FORM

Student Name: \_\_\_\_\_

Current School Year: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

By signing this release, I am giving permission for Kiski Area High School to release official and unofficial copies of my (my child's) transcript for this school year. Reasons to release a transcript may include, but aren't limited to:

- Sent at the request of a student who is applying to Colleges/Universities/Trade or Vocational Schools
- Sent because transcript is requested/required for a scholarship opportunity
- Sent because transcript is requested/required for a job shadow, work release, or field trip
- A student or parent requests a copy of the transcript

Please note: Kiski Area High school **WILL NOT** release a student's transcript to any military recruiter or military organization without additional written consent from the student's parent/guardian.

*When a transcript is needed, students should complete and turn in a transcript request form with the details of their request to their counselor. Please allow 3 days for counselors to complete transcript requests. Two request forms are provided below, additional can be picked up in the Guidance Office.*

Student Signature: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

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



## KISKI AREA HIGH SCHOOL TRANSCRIPT REQUEST FORM

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Please choose from the following:

- Mail my transcript to the address below. **Include an addressed envelope, no postage necessary.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Please send electronically to this email:

\_\_\_\_\_

- I will pick up my transcript in the guidance office.

*\*Please allow 3 days for processing transcripts\**



## KISKI AREA HIGH SCHOOL TRANSCRIPT REQUEST FORM

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Please choose from the following:

- Mail my transcript to the address below. **Include an addressed envelope, no postage necessary.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Please send electronically to this email:

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- I will pick up my transcript in the guidance office.

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