

JOHN P. COYLE
Principal



MELISSA MICHEL
School Counseling Aide

TRANSCRIPT RELEASE FORM

The Scranton School District must receive written consent to release official student transcripts to a post-secondary school, military recruiter, athletic recruiter, or employer. Under district policy, you are entitled to an unofficial copy of your transcript. Student information will not be forwarded without a signed transcript release on file in the Future Readiness Center.

This signed sheet only gives permission for transcripts to be sent. An Application Procedure checklist must be filled out for each school applied to. Applications must be submitted prior to sending transcripts. Once application is submitted you are to set up an appointment in the Future Readiness Center. All appointments will take place in the FRC during homeroom, lunch or study. **PLEASE ALLOW 2 WEEKS TO PROCESS YOUR TRANSCRIPT PACKET.** All materials should be submitted far in advance of the application deadline to ensure receipt in a timely fashion. Transcripts will be sent in the exact order in which they are received from students. **NO EXCEPTIONS.** See your School Counselor if you have any questions.

John Coyle
Principal

Date: _____

I _____ consent that transcripts, which include
(print parent/guardian name)

cumulative un-weighted and weighted GPA, weighted class rank and current senior schedule/report card can be sent to a post-secondary school, military recruiter, athletic recruiter or employer for _____.

(print student name)

Parent name (please print): _____

Parent Signature: _____ Phone # _____

Student Name: _____

Student Signature: _____

Home Address: _____

Student's School Counselor: _____

believe. achieve. succeed.

SCRANTON HIGH SCHOOL
63 MIKE MUNCHAK WAY
SCRANTON, PA 18508



ph 570.348.3481
ext. 282
fax 570.348.3487



<http://scrantonhs.scrsd.org>
melissa.michel@ssdedu.org

