

EASTERN LANCASTER COUNTY SCHOOL DISTRICT

Garden Spot High School  
Guidance Department  
669 E Main St PO Box 609  
New Holland, Pennsylvania 17557

**GRADUATE TRANSCRIPT RELEASE FORM**

**I give my consent to send a copy of my high school records/proof of graduation and all college entrance exam scores to any college/scholarship/employer for which I might apply.**

**Instructions:**

**The completed release form can be returned via mail to the address above, via e-mail to [Samantha\\_king@elanco.org](mailto:Samantha_king@elanco.org) or via fax to 717-351-1402.** As a courtesy to staff, please request all transcripts at least 10 days prior to an application deadline. This means that your release form should be in the Guidance Office at least 10 working days before it is due at the college, school, scholarship program or place of employment.

**There is no charge for a high school transcript.**

\_\_\_\_\_

Date submitted \_\_\_\_\_ Year of Graduation or Dates of Attendance \_\_\_\_\_ Birth Date \_\_\_\_\_

Name as it appeared on HS record \_\_\_\_\_

Married Name (if applicable) \_\_\_\_\_

Current Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

\*Name and Address of College/Scholarship/Employer to which you would like your transcript sent:

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

**Please check the appropriate box below:**

\*Official Transcripts are signed and have the school seal. They are mailed directly to the employer/college. The envelope cannot be opened or it will not be considered an official transcript.

\*\*Unofficial transcripts do not have the school seal and are for personal use only

Official Transcript

Unofficial Transcript (Self/Personal)

\_\_\_\_\_  
*Graduate Signature*

Office Checklist: Date received in the Guidance Office: \_\_\_\_\_

Date Mailed/Faxed/Emailed by Guidance Office: \_\_\_\_\_