

AUTHORIZATION FOR RELEASE OF RECORDS

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Graduated: \_\_\_Yes \_\_\_No Year Graduated: \_\_\_\_\_ Date of Birth \_\_\_\_\_

I HEREBY GIVE PERMISSION FOR GEORGETOWN HIGH SCHOOL TO RELEASE MY OFFICIAL HIGH SCHOOL TRANSCRIPT AND TEST SCORES TO:

Educational Institution's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Educational Institution's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Non-Educational Party's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

\_\_\_\_\_  
(Student's Signature) (Parent/Guardian's Signature)

Note: According to the provisions of the PRIVACY ACT, Georgetown High School may release OFFICIAL records without parent/guardian's permission for students under 18 years of age to other educational institutions in which the student seeks or intends to enroll. Therefore, if the student is requesting official records to be mailed to an educational institution, only the student's signature is required.

If you desire the Registrar to mail your official records to any non-educational party, including yourself, you must secure parent/guardian approval if under 18 years of age. However, if the student is 18 years of age or older, he/she is considered an eligible student and does NOT require the parent/guardian's signature to request official records to be sent or received.

Official records with the official school seal must be mailed by the Registrar. Records hand-carried are not considered official records and will not have the official high school seal.

**GRADUATING SENIORS:** RETURN THIS FORM TO THE REGISTRAR'S OFFICE IF YOU WISH TO HAVE YOUR OFFICIAL FINAL TRANSCRIPT MAILED. OFFICIAL TRANSCRIPTS WILL NOT BE MAILED TO YOU. IF A COPY IS NEEDED, YOU MAY PICK ONE UP IN THE REGISTRAR'S OFFICE.