



Gibraltar School Counselor's Office

Chelsea Roberts, Secondary School Counselor, 3924 Hwy. 42, Fish Creek, WI 54212-9755

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Official High School Transcript Release Form

If requesting transcripts for admissions, please submit the admissions application before requesting official transcripts from the Counseling Office.

PLEASE PRINT

Today's Date: _____

NAME: _____ MAIDEN: _____
FIRST MIDDLE LAST Name while at GHS

TELEPHONE: _____ DATE OF BIRTH: _____

YEAR OF GRADUATION: _____ OR DATE OF WITHDRAWAL: _____

I authorize Gibraltar Area Schools to release the following records:

_____ Transcript	_____ Unofficial Transcripts**
_____ Standardized Test Scores	_____ Letters of Recommendation from:

**Please note that most schools, employers, scholarships require official transcripts. Please check with the recipient prior to requesting transcripts to determine if they require official transcripts. Transcripts must be mailed directly from GHS to school, etc to be official.

Signature: _____ Parent Signature: _____
(required for students under 18 yrs of age)

_____ I will pick up an unofficial transcript _____ Please mail official transcript to below address

Send to: _____
(example: self, name of college/university, employers, scholarship, etc)

Address: _____

City/State/ZIP: _____

<p>INSTRUCTIONS</p> <ol style="list-style-type: none"> Complete ONE release form for each transcript requested. State law requires a parent/guardian signature for release of a minor's student records. For previous graduates: Mail this completed form to: Gibraltar HS Counseling Office 3924 STH 42 Fish Creek, WI 54212

*****Office Use Only*****

Date Received: _____ Date Processed/Mailed _____ School Official: _____