



Concordia Jr.-Sr. High School Official Transcript Release Authorization

Please print clearly, **double check the address**, sign, and return form to the front office. Transcripts include grades, class rank, cumulative grade point average (GPA) and test scores. They are signed, sealed, and mailed. Please allow two weeks to process. First 5 transcripts are no charge, each additional transcript is **\$5.00**. Transcripts sent outside the United States will be charged shipping. Students are responsible to send official ACT/SAT scores and any Dual Credit transcripts by contacting each institution's website directly.

Name of Student: _____ Graduation Year: _____

Requested: () Now, includes the last semester grades () Wait, includes current semester final grades

Send Unofficial PDF transcript to email address: _____

Send Official Transcript(s) To: (VERY IMPORTANT - must include complete address, please print)

(1) Name of School/Business: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

(2) Name of School/Business: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

(3) Name of School/Business: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

(4) Name of School/Business: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

Student Signature

Date

Parent Signature

Date

Notes: _____

Office _____ Date _____
Transcript # _____ \$5 Fee _____