Lackawanna Trail School District
Transcript Release Form

****ONE FORM PER COLLEGE/INSTITUTION IS REQUIRED*****

The Lackawanna Trail School District must receive parental approval prior to the release of a student's transcript to a post-secondary school or employer. If you wish a transcript to be sent for your son or daughter, please complete this form and return it to the Guidance Office.

DO NOT SUBMIT THIS REQUEST UNTIL ALL OF YOUR MATERIALS ARE ATTACHED OR ON FILE IN THE GUIDANCE OFFICE

Method of application: **Paper application / Online application / *Common Application (circle one)**

Please send the following items:

Paper / Online Applications:

___ High School Transcripts
___Application Fee or Fee Waiver (if not paid online)
___Letters of Recommendation from:

_____, _____
Teacher Name Teacher Name

Other Documents requested on the college application: **(Please list and attach to this request, if applicable)** i.e. essay, activity sheet, guidance counselor/teacher evaluation reports, school reports, etc. _____

_____

***Common Application:**

___ High School Transcripts
___ School Report
___ Teacher Evaluation Forms from:

_____, _____
Teacher Name Teacher Name

*For Common Applications, do not request Guidance to send school reports/evaluation forms if you have invited counselor/teacher(s) to make their recommendations electronically.

I request that a transcript for (Student Name) _____, be sent to the following post secondary school (s) or employer(s).

NAME OF COLLEGE: _____

_____ _____
DATE Parent's or Guardian's Signature
Student's 18 or older may sign

GUIDANCE USE ONLY

DATE SUBMITTED DATE MAILED

_____ _____