

Email to:
Brenda.Sinclair@K12.sd.us

FINAL TRANSCRIPT RELEASE

Colleges & Universities require a final transcript from graduating seniors. In order for Stevens High School to send these transcripts after you graduate, you must complete this release form and leave it with Brenda in Student Services. If you are not 18 by the time you graduate, it will be necessary for you to have a parent or guardian co-sign the form.

TRANSCRIPTS WILL NOT BE SENT WITHOUT A SIGNED RELEASE FORM ON FILE.

Student's Name: _____

Student's Home Address: _____

City: _____ State: _____ Zip: _____

Graduation Year: _____ Birthdate: _____ Home Phone: _____

RELEASE MY RECORDS TO THE FOLLOWING:

College: _____

Address: _____

City: _____ State: _____ Zip: _____

Include with Transcript: Immunization Records _____

Please check all that apply:

2yr: _____ 4yr: _____ In State: _____ Out of State: _____

Military: _____ Vocational/Technical College: _____
(What Branch)

Students Signature: _____ Date: _____

Parent/Guardian Signature: _____
(Required if student is not 18 years old.)

For Office Use Only TRANSCRIPT SENT
Date: _____ By: _____