



St. John Paul II Catholic High School
Counseling Office
Official Transcript General Release Form

Student Name: _____ Grad Year: _____

Birth Date: _____ Phone Number: _____

This form is designed to supplement your request for official transcripts made to your Naviance account and/or NCAA/NAIA. This process will insure speed and accuracy. The school must obtain appropriate written consent for release of student records. **This consent is required from the parent or guardian of a student who has not reached the age of eighteen.** A student who has attained the age of eighteen may declare his/her majority and sign for release of his/her records. One release form will suffice for release of pertinent school records to all post-secondary education institutions, scholarship applications, NCAA/NAIA, and/or athletic recruiting. NO records will be sent without completion of this form.

There is no fee for transcripts for current students

Please note that the Counseling Office processes a large number of transcript release forms, which requires us to physically update your Naviance, NCAA/NAIA account(s), and/or athletic recruiting. These updates are processed as quickly and efficiently as possible in the order in which they are received. To ensure these accounts are updated in time to submit your transcripts by certain deadlines, please make sure to submit **this Official Transcript General Release Form** at least **two weeks in advance of deadlines**. We ask that you give us enough time to thoroughly and carefully complete the forms so that all records are accurate.

I hereby grant permission for the release of School records to the college, NCAA/NAIA, or Scholarship programs listed on my child's Naviance, NCAA/NAIA account(s), and/or athletic recruiting.

I am 18 years old and assume full responsibility for requesting that my records be sent as designated on my Naviance, NCAA/NAIA account(s), and/or athletic recruiting.

Parent/Guardian Signature

Date

Student Signature

Date

I authorize St. John Paul II Catholic High School Counseling Office to send (via fax or electronically) a copy of my child's transcript to the colleges listed on their Naviance, NCAA/NAIA account(s), and/or athletic recruiting, should the college so request.

St. John Paul II Catholic High School does not include any standardized test scores with official transcript(s). The student must make contact with the appropriate testing agency and request official scores be sent to the college(s) of his/her choice. We have identified each agency's telephone number and website below for your convenience. Remember when requesting copies, the St. John Paul II Catholic High School code is **011-483** and you will need to order via a credit card.

SAT Score Reports
 (866) 756-7346
www.collegeboard.com

ACT Score Reports
 (319) 337-1313
www.actstudent.org

This agreement shall supersede and replace all prior agreements and understandings, between St. John Paul II Catholic High School and the signee(s).