

Date of Request: \_\_\_\_\_

# Paisley IB School Transcript Request Form

## INSTRUCTIONS

- Official transcripts will be sent directly to universities, businesses, organizations, etc.
- Unofficial transcripts may be given directly to students.
- **Fill out one form per each request.**
- **PLEASE PRINT LEGIBLY!**

Student Name: \_\_\_\_\_ Student No. \_\_\_\_\_  
                            Last                            First                            Middle

### Send Transcript to:

School/Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Application Deadline: \_\_\_\_\_

### SPECIAL INSTRUCTIONS:

- Counselor Form Attached
- Send transcript immediately (normal processing time 5 work days)
- Hold for Fall Semester Grades
- Hold for Spring Semester Grades
- Other: \_\_\_\_\_

**\*\*SAT/ACT SCORES ARE NOT ON THE OFFICIAL TRANSCRIPT. STUDENTS/PARENTS SHOULD REQUEST SCORES TO BE SENT DIRECTLY FROM COLLEGE BOARD OR ACT.**

**I authorize my transcript and high school records requested to be sent to the address above.**

Student Signature (required for release): \_\_\_\_\_

Parent Signature (required if under 18): \_\_\_\_\_

\*\*\*\*\*

OFFICE USE ONLY:

Date Mailed: \_\_\_\_\_

Signature: \_\_\_\_\_