

**Wooster High School Transcript Release Form  
515 Oldman Rd.**

**Wooster, Ohio 44691  
Phone: 330-345-4000, Fax: 330-345-3501**

The transcript of an academic record is an "education record," as defined by P.L. 93-380. In addition to academic information, it may contain personally identifiable and directory information such as date and place of birth, high school graduation date, etc. Except as provided by law, it is only released upon prior written consent of the student.

Notes: Allow 3-5 working days for processing

- All financial obligations must be paid before transcripts will be released.
- Use a separate form for each different mailing address to which you desire transcripts sent.
- Transcript reflects credit courses only.
- **Print** (lines will print) and **return** this form to Wooster High School either by mail or fax
- **Transcripts sent directly to a student are marked "unofficial"; a third party may not accept these transcripts.**

Please **print** clearly and carefully in all areas below except signature line that must be signed: I hereby authorize Wooster High School to release the transcript of my academic record.

<b>Signature:</b>		<b>Date:</b>	
<b>Graduation Date:</b>		<b>Non-graduates, last date attended:</b>	
<b>First Name:</b>		<b>Middle Name:</b>	
<b>Last Name:</b>		<b>Maiden/Former Name(s):</b>	
<b>Current Address:</b>		<b>City, State, Zip Code:</b>	
<b>Telephone Number:</b>		<b>Date of Birth:</b>	

Mail transcript to: (Please print clearly)


**For Office Use Only**

<b>Date Issued:</b>		<b>Official:</b>		<b>Unofficial:</b>	
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