

# TRANSCRIPT RELEASE FORM

In order to forward a transcript to schools, colleges, universities or prospective employers, we are required to obtain your written permission prior to complying with the request.

I AUTHORIZE

WILLIAM FREMD HIGH SCHOOL  
1000 S. Quentin Road  
Palatine, IL 60067

TO RELEASE THE RECORDS OF

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
FHS ID #

\_\_\_\_\_  
Grad Year

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Birthdate

I will pick up

Please mail

TO THE FOLLOWING INSTITUTIONS OR INDIVIDUALS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please forward an official transcript that will include:

- 1.) Courses taken, including grades, credits earned, grade point average and rank in class
- 2.) Descriptive data necessary to interpret the transcript
- 3.) ACT, SAT and/or PSAT scores
- 4.) Confirmation of completion of Drivers Education, Consumer Education and State and Federal Constitution requirements.

\_\_\_\_\_  
Signature of Parent/Guardian or Student (if 18 years or older)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date Sent

\_\_\_\_\_  
Picked Up

**PLEASE ALLOW FIVE DAYS TO PROCESS REQUEST**