



*A 1,500-year tradition in preparing young men for life*

## **FORMER STUDENT TRANSCRIPT RELEASE FORM**

***It is requested that an official copy of the school records of:***

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Who graduated on: \_\_\_\_\_ be sent to the following, as soon as possible. If the student did not graduate from Benedictine High School, please indicate years of attendance\_\_\_\_\_. The cost of sending a transcript is \$5.00 and payable to Benedictine High School via check, cash, credit card or money order.\*

***\*We will process an official transcript within 24 hours of receipt, once this form and \$5.00 is received in the main office. Walk-in requests require 24 hour processing time.***

*Send transcript to:*

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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I hereby give permission for the transfer of all academic and disciplinary records as required by the Family Educational Rights and Privacy Act of 1974. I have a right to receive a copy, if requested, and have an opportunity for a hearing to challenge the content of the records. I understand that the information transferred will be treated in a confidential manner and will not be transmitted to a third party without my consent.

***Signature of parent, legal guardian or self, if over 18 years of age:***

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