

**TRANSCRIPT RELEASE**

**Student Name:** \_\_\_\_\_ **Year of Graduation:** \_\_\_\_\_  
(print your full name – put your maiden name in parentheses)

**Please forward a copy of transcripts to:**

College / Scholarship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(Address of College or Scholarship)

I **authorize** Libertyville High School to forward my transcript to the person, organization, or institution indicated. Allow at least one week between the time the application is given to the Guidance Counselor and when it is expected to be mailed.

**I understand** that my college admission test scores (**ACT and SAT**) will **NOT** be included on my transcript and it is my responsibility to send test scores to the colleges of my choice.

Signature: \_\_\_\_\_  
(Student or Parent/Guardian)

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(Office Use Only)

**To be processed by Counselor or Registrar**

- \_\_\_\_\_ Student's portion of application attached      \_\_\_\_\_ On-line Application
- \_\_\_\_\_ School portion of application attached
- \_\_\_\_\_ Application fee (if required) attached
- \_\_\_\_\_ Special instructions (if any) \_\_\_\_\_

Date mailed: \_\_\_\_\_ Processed by: \_\_\_\_\_