

# CCA Transcript Request Form

Student Name \_\_\_\_\_ ID \_\_\_\_\_ Birthdate \_\_\_\_\_ Class of \_\_\_\_\_  
(please print clearly)

\_\_\_\_\_ # of Official Transcripts

Unofficial Transcript (for personal use; may be photocopied if more than 1 copy is needed).

**Transcripts contain confidential information that can only be released with the permission of an adult, 18 years of age or older. Students younger than 18 require the permission of a parent/guardian to release transcripts.**

Parents cannot request a transcript if a student is a graduate and/or over 18 years of age.

The high school transcript may contain the following: Personal information (grade level, gender, birthdate, parent/guardian name, phone number, address and/or immunizations, enrollment date); Course information (courses completed and in progress, grades earned, cumulative GPA, date of course completion, credits earned, notations of course level such as Honors, Advanced Placement, College Prep.).

**\*Parent/Guardian or Student 18 yrs. or older sign below:**

\_\_\_\_\_  
Parent/Guardian/Educational Rights Holder Signature      Relationship to Student      Date

**\*PARENT/GUARDIAN MUST SIGN REQUEST IF STUDENT IS UNDER 18 YEARS OF AGE.**

I will pick up transcript

Please give to counselor: **I HAVE GIVEN MY COUNSELOR THE REQUIRED FERPA FORM.** Official transcript(s) to be enclosed with the ATTACHED PAPER FORMS & a stamped addressed envelope to be given to my counselor. **Please leave return address blank.**

Name of college(s) or program(s): \_\_\_\_\_

Special Action or Handling Requested: \_\_\_\_\_

(Examples: In sealed envelope for pick up, in sealed envelope to counselor, hold for grade change, hold for final grade, hold for graduation, send now)