

TRANSCRIPT REQUEST FORM

RETURN TO YOUR GUIDANCE COUNSELOR.

This form is due at least ONE month prior to your first deadline.

NAME OF STUDENT _____

EMAIL ADDRESS _____

COUNSELOR _____

1. **SCHOOL** _____ N or P
APPLICATION DUE _____

2. **SCHOOL** _____ N or p
APPLICATION DUE _____

3. **SCHOOL** _____ N or P
APPLICATION DUE _____

4. **SCHOOL** _____ N or P
APPLICATION DUE _____

5. **SCHOOL** _____ N or P
APPLICATION DUE _____

6. **SCHOOL** _____ N or P
APPLICATION DUE _____

7. **SCHOOL** _____ N or P
APPLICATION DUE _____

8. **SCHOOL** _____ N or P
APPLICATION DUE _____

RICE MEMORIAL HIGH SCHOOL
RECORD RELEASE FORM

Student records are not accessible to colleges, Prep Schools, scholarship agencies, the armed forces, the NCAA, and any other organizations/individuals without a release form signed by the individual student and/or parent/guardian. **Rice requires a parent signature from all current students and any former student who is under 18 years of age.** When students apply to colleges, Prep schools, scholarships, etc., Rice is asked to send a package of information. Typically the package Rice sends includes; an official transcript including rank and cumulative GPA, a report card of grades for senior year (for those applying before midyear), an academic profile of Rice, a school report, and a counselor letter of recommendation. Teacher recommendations are often required but sent separately. This form also authorizes the release of teacher recommendations to schools or other organizations listed on the transcript request form.

Your signature on this form gives consent to Rice Memorial High School Guidance Department to release school records to every school or organization you list on each Transcript Request Form.

Most colleges require SAT OR ACT scores be sent directly from the College Board or ACT organization. **It is your responsibility to have the scores sent by the College Board or ACT organization directly to the schools to which you are applying.** We will continue to have SAT/ACT scores in your data base when we have official scores on file. However, we will **not** routinely be including these scores on your transcripts to colleges.

STUDENT NAME:

Last

First

Middle

YEAR OF GRADUATION: _____

STUDENT'S SIGNATURE: _____

PARENT/GUARDIAN'S SIGNATURE: _____
(if student is not 18 years of age and/or a current student at Rice)

DATE: _____