



Transcript Request Authorization

Transcript requests will be process within 14 working school days,
please allot this time in your schedule when making a request in Parchment

DATE _____

Student's Name: _____ ID: _____

This signed form gives the high school permission to release an official transcript of academic records through grade 11 or 12 and/or the final transcript after graduation from high school. The above student has requested academic records be sent to a college/university or other location from the high school through his/her Parchment account. I authorize the high school listed to release to Parchment my transcripts, proof of graduation, and any other academic or school-related information or records, as requested by the student through Parchment. Transcript requests will be on hold until this form is completed and returned to the high school.

Transcript sent to Parchment will include student's class rank, weighted G.P.A., School Profile, and highest SAT/ACT scores. The Parchment account is created through the student's personal email account. The school does not provide a school based email accounts. Parchment is supported by VDOE for use by students and school divisions. If your college does not accept electronic transcripts, please see your counselor to process your request.

Student: Read and Sign Below

I certify that I am the person whose name appears on this form and that I have read and agree to the authorization statement outlined above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(if student is under 18 years of age)

The Family Educational Rights and Privacy Act (FERPA) is the federal law designed to protect the privacy of a student's scholastic record. The rights transfer to the student, or former student, upon reaching the age of 18 or attending any school beyond high school level. Students and former students to whom rights have transferred are called "eligible students."