

HICKORY HIGH SCHOOL

transcript release form

date _____ student # _____ year of graduation _____

student name _____
last first middle

address _____

phone _____ email _____

_____ **official transcript(s) to student in a sealed envelope**
\$5.00 per copy

*Transcripts are returned to student/parent to be mailed.

*The Guidance Department reserves ten (10) business days to process.

_____ **unofficial transcript for student's personal use**
\$2.00 per copy

The Virginia State Department of Education requires secondary transcripts to include, if available, college performance-related standardized tests such as SAT, and/or ACT.

X _____
signature of parent/guardian or student 18 years or older

office use only

amount paid _____ received by _____ date mailed/returned _____