

Saints Peter and Paul High School
Guidance Department
900 High Street
Easton, Maryland 21601
410-822-2275 – Office/410-822-0489 – Fax

To: Parents & Guardians
From: Director of Guidance
Subject; Transcript Release

As your son or daughter applies to colleges/universities, scholarship programs, NCAA Clearinghouse or any branch of the military, it is necessary for Saints Peter and Paul High School to mail an **OFFICIAL TRANSCRIPT** to complete each application. School policy dictates that a **Transcript Release Form** be signed by you and returned to us before any transcripts will be sent.

Please sign the Transcript Release Form and return it to the Guidance Office. It is also School policy to mail transcripts directly from Saints Peter and Paul High School to colleges/universities, NCAA, scholarship programs or any branch of the military. Please allow enough time for transcripts to be mailed so they meet all deadlines. Proper processing of applications is two weeks.



Transcript Release Form

I give permission for Saints Peter and Paul High School to release my son/daughter's transcript at his/her request to any college, university, scholarship program, NCAA Clearinghouse, or branch of the military.

Student Name

Social Security Number

Parent Signature

Date