



# **BROTHER RICE**

H I G H S C H O O L

## Transcript Release Form

Date: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

Deadline\*\*: \_\_\_\_\_

**\*\*Must submit transcript request 10 working days before deadline. It is assumed, unless otherwise informed by the student, that “deadline” means “must be postmarked by....”.**

*I request that Brother Rice High School send a copy of my high school transcript which includes the following: grades and subjects, grade point average and class rank.*

Please check **one**:  
\_\_\_\_\_ Official Transcript  
\_\_\_\_\_ Mid-Year Grades  
\_\_\_\_\_ Final Grades  
\_\_\_\_\_ Student **Unofficial** Copy  
\_\_\_\_\_ Student **Official** Copy  
(in a sealed envelope)

TO: \_\_\_\_\_  
*(Name of College, Technical School, Employer, Scholarship Organization, etc....)*

\_\_\_\_\_  
*(Address of College, Technical School, Employer, Scholarship Organization, etc...)*

\_\_\_\_\_  
*(City, State, Zip Code)*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature (required if student is under 18)

Please check if transcript is to be sent through Common App

Please list all of the colleges you have applied to using the Common Application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\$2.00 included with this transcript request** \_\_\_\_\_ cash \_\_\_\_\_ check to BRHS  
*(Scholarship transcripts, unofficial transcripts, mid-year grades and final transcripts are free)*

*For office use only:*  
RECEIVED BY: DATE:

*For office use only:*  
DATE SENT: BY:  
ELECTRONIC:  
MAILED:  
RELEASED TO STUDENT: