

**MERRIMACK HIGH SCHOOL
OFFICIAL TRANSCRIPT REQUEST FORM**

Student Name _____

Graduation Year _____

Address _____

Home Phone _____

Official Transcripts must be mailed directly to the college or organization. Unofficial copies may be requested for student reference use only. Guidance will mail current student transcripts only if the receiving organization is not supported by Naviance or does not receive electronic documents. The Guidance office is available to answer questions about completing college applications and transcript request. However, the student is expected to submit their own application by mail or on-line.

Send to:

Guidance policy stipulates that no student information can be shared with an organization or person, without the consent of the student (if s/he is at least 18 years of age) or the parent/guardian. Consequently, until we receive the proper authorized signature on this form, we cannot send any information to designated persons or organizations.

I hereby grant permission to release my son's/daughter's, or my records to the organization listed above.

PARENT/GUARDIAN SIGNATURE
(if student is under the age of 18)

DATE

STUDENT SIGNATURE
Alumni Phone # () _____ - _____

****POST-GRADUATES must include \$1.00 fee per transcript for postage and handling, cash or money order only.**

Office use only:

Date received _____

Official Transcript _____

Counselor Recommendation _____

Additional Information _____

Date mailed _____