

Alton High School  
4200 Humbert Rd.  
Alton, IL 62002  
618-474-6902  
618-463-2092 (Fax)

### Student Record Release – Transfer - Consent

The Family Educational Rights and Privacy Act (FERPA) requires the school to obtain the signed consent of a parent or the student (if 18 or over) before student record information can be sent to designated receivers. Forms without a signature cannot be processed. **Transcripts** are processed for a **\$5.00 processing fee** per copy. **Immunization Records** are processed for a **\$3.00 processing fee**. There is no charge for a current student or within one year of leaving AHS. An official copy cannot be issued for a student who has a financial obligation to the school. You may obtain an unofficial copy if you have a financial obligation. I authorize the school to send copies of my transcript or (my son's/daughter's) transcript.

Today's Date \_\_\_\_\_ Phone # \_\_\_\_\_

**PRINT STUDENT NAME** \_\_\_\_\_  
(Include Maiden Name, if applicable)

Birth Date \_\_\_\_\_ Non-Graduate \_\_\_ Graduate \_\_\_ Graduation Date \_\_\_\_\_

To: \_\_\_\_\_  
(Self, School or requesting source)

\_\_\_\_\_  
(Complete address)

**PLEASE CHECK:**

Official \_\_\_\_\_ Unofficial \_\_\_\_\_

\_\_\_\_\_  
(Purpose of Request)

**INCLUDE SAT/ACT SCORES** \_\_\_\_\_

**Signed** \_\_\_\_\_  
**Parent, Guardian or Student (if 18 yrs old) Relationship**  
**(Student must be 18 yrs old to sign & release transcript).**

As a parent or authorized representative you have the right to limit this consent to designated records or designated portions of information within the records. **Permanent** record information consists of basic identifying information, academic transcript, attendance, health/accident records. This information is the minimum necessary for transfer. **Temporary** record information consists of all information not required to be in the permanent record and may include test results, and other verified information which is clear relevance to the education of the student.

### Office Use Only

Date transcript released \_\_\_\_\_ By \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Mailed \_\_\_\_\_ E-mailed \_\_\_\_\_ Faxed \_\_\_\_\_

Unofficial \_\_\_\_\_ Official \_\_\_\_\_