

**Alton High School**  
**4200 Humbert Rd.**  
**Alton, IL 62002**  
618-474-6902

**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. An official transcript 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. Please complete and sign below.

I authorize the school to send copies of my transcript or (my son's/daughter's) transcript

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

---

Please **Print Student Name (include Maiden Name, if applicable)**

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

To: \_\_\_\_\_

**(Self, School or requesting source)**

---

**(Complete address, if school or business)**

**Signed** \_\_\_\_\_

**Parent, Guardian or Student                      Relationship**

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 \_\_\_\_\_ 7/09**