

Tivy High School Transcript Release Records Request Form

Please note: there is a two-business day processing period for all requests

Student Name (as it appears on school records):	
Date of Birth:	
Phone # or Email we can use to contact you, if necessary:	

Check one: Currently enrolled at Tivy High School
 Graduated from Tivy High School (year graduated: _____)
 Withdrew from Tivy High School and/or did not graduate
 What year did you withdraw? _____

Name of college(s), university, technical schools, institution, firm, individual (including yourself), or school district campus name you are requesting the transcript be sent to:

You may list multiple places on one form. If you have a particular address, physical or email, that the transcript needs to go to, please ensure that is included on this request

Tivy High School has my permission to mail, fax, or electronically transfer a copy of my transcript which includes all standardized test scores, TAKS, EOC results, PSAT, SAT, and ACT scores and/or any other pertinent records to the institutions named above.

Student Signature:	Date:
Parent Signature (if 17 or younger):	Date:

Official transcripts must be sent directly from Tivy High School to the institution. All other copies are considered unofficial.