

# UDHS RECORDS REQUEST/RELEASE FORM

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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### Use this form if you are in:

- **Grade 12** requesting an **UNOFFICIAL TRANSCRIPT** or **COUNSELOR RECOMMENDATION** *only*;  
(Requests for **OFFICIAL TRANSCRIPTS** must be submitted via Naviance)
  - **Grades 9, 10 or 11** requesting an **OFFICIAL TRANSCRIPT**, **UNOFFICIAL TRANSCRIPT** and/or **COUNSELOR RECOMMENDATION**
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### Purpose of Request:

- Enrichment Program** (e.g. pre-college, summer program, PA Governor's School, etc.)
- Scholarship**
- Employment or Volunteer Reference**
- NCAA Eligibility Center** (student must also complete online transcript request at <http://eligibilitycenter.org>)
- Other** (specify): \_\_\_\_\_

### Records Requested:

- Official Transcript**       **Unofficial Transcript**       **Counselor Recommendation\***

\* If a counselor recommendation is requested, student must complete the *Recommendation Survey* in Naviance. Per school policy, counselor recommendations will only be sent directly to a third party recipient and not given to the student/parent.

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

**\* *The UDHS Guidance Office requires 15 SCHOOL DAYS to process all requests.***

### Delivery Type:

- Provided directly to student or parent** (this applies to unofficial transcripts only)
- Paper Mail** (provide complete address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*For paper mailing, student must provide an addressed 9x12" envelope with three (3) first class stamps for OFFICIAL TRANSCRIPTS or an addressed letter-sized envelope with one (1) first class stamp for UNOFFICIAL TRANSCRIPTS or RECOMMENDATIONS.**

- Fax:** \_\_\_\_\_
  - E-mail:** \_\_\_\_\_
  - Web:** \_\_\_\_\_
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**I/We hereby authorize Upper Dublin High School to release my academic records and recommendations to the recipient listed above.**

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Parent E-mail Address

\_\_\_\_\_  
Student Signature/Date

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**FOR GUIDANCE OFFICE USE ONLY:**

**Date Records Sent :** \_\_\_\_\_