



St. John Paul II Catholic High School 2021-2022

Counseling Office

Official Transcript General Release Form

Student Name: _____ Grad Year: _____

Birth Date: _____ Phone Number: _____

This form is designed to supplement your request for official transcripts made to your Naviance account online. This process will insure speed and accuracy. The school must obtain appropriate written consent for release of student records. **This consent is required from the parent or guardian of a student who has not reached the age of eighteen.** A student who has attained the age of eighteen may declare his/her majority and sign for release of his/her records. One release form will suffice for release of pertinent school records to all post-secondary education institutions and to prospective employers. NO records will be sent anywhere without completion of this form. A new Official Transcript General Release Form must be filled out and signed every school year.

There is no fee for transcripts

Please note that the Counseling Office processes a large number of transcript release forms, which requires us to physically update your Naviance account. These Naviance updates are processed as quickly and efficiently as possible in the order in which they are received. To ensure that your Naviance account is updated in time to submit your transcripts by the college application deadlines, please make sure to submit **this Official Transcript General Release Form** at least **two weeks' in advance of deadlines.** We ask that you give us enough time to thoroughly and carefully complete the forms so that all records are accurate.

I hereby grant permission for the release of school records to any college, agency, or scholarship programs listed on my child's account in Family Connection (Naviance).

I am 18 years old & assume full responsibility for requesting that my school records be sent to any college, agency, or scholarship programs listed in my Family Connection (Naviance) account.

Parent/Guardian Signature

Student Signature

I authorize St. John Paul II Catholic High School Counseling Office to fax a copy of my child's transcript to the Colleges listed on their Family Connection (Naviance) account, should the College so request.

Official Score Reports for the SAT and/or the ACT are requested by most colleges, especially the selective ones. A great many colleges will insist that an official score report be sent to them directly from the College Board (SAT) or the ACT. Due to colleges having inconsistent rules regarding these standardized test scores, and the new rules by the College Board regarding the release of individual test scores, **St. John Paul II Catholic High School will no longer include any standardized test scores with your official transcript.** The student must make contact with the appropriate testing agency and request official scores be sent to the college(s) of his/her choice. We have identified each agency's telephone number and website below for your convenience. Remember when requesting copies the St. John Paul II Catholic High school code is **011-483** and you will need to order via a credit card.

SAT Score Reports
866-756-7346
www.collegeboard.com

ACT Score Reports
319-337-1313
www.actstudent.org