

TRANSCRIPT RELEASE RECORDS REQUEST FORM

Student's Name (*as it appears on school records*)

Today's Date

Telephone number where you can be reached: _____

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 from Tivy? _____

Tivy High School has my permission to mail or fax a copy of my transcript, which will include all standardized test scores, TAKS results, PSAT, SAT 1 & 2, and ACT scores, and/or any other pertinent records to the institution named below.

Name of college, university, technical school, scholarship, institution, firm, individual
(including self) or school district campus name (if public school district.)

Address for the above institution

IMPORTANT: Transcripts being mailed to Texas A&M College Station must include a completed "Document ID Sheet." If you do not use this cover page, you may experience a significant delay in processing. Check with the Counseling Department for a blank form.

Student's Signature

Parent's signature if student is 17 or younger

Official transcripts ***MUST BE MAILED*** from Tivy High School to the institution. All other copies will be unofficial.

*Tivy High School
Attn: Records
3250 Loop 534
Kerrville, TX 78028
Phone (830)257-2212 x 238 Fax (830)257-3828*