



General McLane High School
Official Transcript Release Form

Please allow a minimum of 10 school days for processing.

Student's Name: _____ **Graduation Year:** _____

Please list your intended major: _____

**Test scores submitted as part of the application process must be requested
by the student from Collegeboard.org and/or ACT.org.**

Please fill out this form to release information related to your academic record. Incomplete forms will be returned to the student.

Place checkmark in front of all applicable statements granting permission.

_____ **Naviance:** I grant permission for the GM Guidance Department to process all transcript requests submitted via Naviance. This includes all transcript requests submitted via Common App as requested through Naviance. I understand that I will submit my application and requests for letters of recommendation through my Common App account. I will only submit transcript requests through Naviance.

_____ **NCAA:** I grant permission for the GM Guidance Department to release my transcript to the NCAA.

_____ **Dual Enrollment:** I authorize the GM Guidance Department to release my transcript(s) for the purpose of dual enrollment. I understand that I must also submit a request via email to **emilyallen@generalmcclane.org** for my transcript(s) to be sent to the college of my choice.

_____ **Scholarship Requests**

_____ **Personal Use**

Student Signature: _____ **Date of Request:** _____

Parent/Guardian Signature: _____

(Parent Signature required if student is under the age of 18)

COUNSELING OFFICE USE ONLY: Date Received: _____ Initial: _____

Updated Permissions in Naviance: Date Completed: _____ Initial: _____