

Saint Basil Academy

Transcript/Records Authorization Form

All transcript requests for current college applications will be done through the Naviance program. Requests need to be made at least two weeks before the application deadline in order to give the Counseling Services Department enough time to process. If students need more than eight transcripts sent to colleges, there is a \$5.00 fee per additional transcript. Transcripts cannot be sent until the student has submitted to the Counseling Services Department this **Transcript Authorization Form** signed by her parent or the student, if she is 18 or older, which authorizes us to release the transcripts.

I hereby grant permission to Saint Basil Academy to release my *(if aged 18 or older) or my daughter's transcript/records for the purposes of admissions to colleges/universities, applications for scholarships, athletic eligibility, summer programs and employment opportunities.

This authorization applies to the current 2018 - 2019 school year.

Student Name (please print)_____

*Student Signature (if aged 18 or older)_____

Parent / Guardian Signature_____

Date_____