

**Transcript (School Record) Release for Graduates**

Franklin Towne Charter High School has always honored student requests for transcripts.

A separate release must be signed for each school/organization to which a transcript will be sent.  
A \$5.00 fee will be charged for each graduate transcript.

Effective November 15, 1974, federal and state law prohibit the release of pupil records without a parent/guardian or adult student written authorization. The school cannot release records without written permission.

I have read the above statement and pursuant to the law I hereby authorize the release of a copy of the transcripts (school record) concerning the student named below to the following outside school agencies that bear my signature.

Student (name at graduation): \_\_\_\_\_

Year of graduation: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name & address of school/agency to which the transcript should be sent:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student (must 18 or older) or Parent/Guardian Signature

\_\_\_\_\_  
Date

\* Seven (7) school days may be required to obtain an official transcript \*

Note: Any organizations, agencies, and persons from outside the school will have to secure a written authorization for the release of such transcripts. A photo copy of this authorization shall be considered as valid as the original. In order to ensure the integrity of Franklin Towne Charter High School's permanent records and as a matter of practice, we will NOT release official transcripts directly to parents.

**FOR OFFICE USE ONLY**

Fee Paid: \_\_\_\_\_

Date transcript sent: \_\_\_\_\_