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UPPER SCHOOL TRANSCRIPT RELEASE AND REQUEST FORM

I authorize the release of my school transcript and other relevant school records including all SAT and ACT scores to the colleges, universities, scholarship programs, and other organizations to which I will apply. (Official SAT or ACT scores need to be sent by the student directly from the College Board or ACT.)

I understand that teacher/counselor recommendations are confidential documents and hereby waive access to them.

I understand that it is the policy of Hanalani Schools to inform colleges of serious disciplinary matters (i.e. those resulting in probation, out-of-school suspension, or dismissal) and authorize the release of that information.

I acknowledge my obligation to be honest with my college counselor and with the colleges to which I am applying.

It is the student's responsibility to notify the Hanalani Upper School office of those colleges and programs for which a transcript is needed and to allow 8-10 business days of processing time before the due date of the college, university, scholarship program, or other organizations.

Today's Date: _____ Year of Graduation or Attendance: _____

Student Name (please print): _____

Student Signature: _____

If the student is under 18 years of age, please fill out the parent/guardian information below:

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

	College/Scholarship/Organization	Address	Due Date at Organization	Official Transcript (Yes/No) *
1				
2				
3				
4				
5				

*Official transcripts are sent directly from the high school to the college, scholarship, or organization. Most colleges and scholarships require an official transcript. Any copy provided directly to the student or their parent/guardian is considered unofficial, even if it is sealed in an envelope.