

# TRANSCRIPT RELEASE RECORDS REQUEST FORM

O'Donnell High School has my permission to mail or fax a copy of my transcript, which may include all standardized test scores, STAAR results, PSAT, SAT, and ACT scores, and/or any other pertinent records to the institution named below.

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

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Email (I'll send you a note when mailed)

Telephone number where you can be reached: \_\_\_\_\_

Is this your cell or home? Circle one.

Check One:

\_\_\_\_ Currently enrolled at O'Donnell High School

\_\_\_\_ Graduated from O'Donnell High School (Year graduated? \_\_\_\_\_)

\_\_\_\_ Withdrew from O'Donnell High School and/or did not graduate (Year withdrew? \_\_\_\_\_)

## WHERE WOULD YOU LIKE YOUR TRANSCRIPT SENT?

Please deliver directly to me \_\_\_\_\_ # of copies (limit up to 5 at a time)

Please deliver to my college

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

Address of College: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official transcripts **MUST BE MAILED** from O'Donnell High School to the institution.

All other copies will be unofficial.

*O'Donnell High School*

*Attn: Debra Garza, Secretary/Registrar or Nicole White, Counselor*

*PO Box 487*

*O'Donnell, Texas 79351*

*Phone (806)428-3247 Fax (806)428-3395*

**For Office Use Only:**

Date Mailed \_\_\_/\_\_\_/\_\_\_ Date TREx \_\_\_/\_\_\_/\_\_\_ Date Delivered in Person \_\_\_/\_\_\_/\_\_\_ Date PDF Emailed \_\_\_/\_\_\_/\_\_\_

Emailed Notification \_\_\_/\_\_\_/\_\_\_ INITIALS: \_\_\_\_\_

**Additional Notes:**

Application Fee Waiver Mailed \_\_\_/\_\_\_/\_\_\_