

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?

- ☐ To me _____ # of copies (limit up to 5 at a time)
- ☐ 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: _____

IMPORTANT: Transcripts being mailed to Texas A&M College Station must include a completed "Document ID Sheet." If you do not use this cover page, you may experience a significant delay in processing. Check with the counselor or www.tamu.edu for a blank form.

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

All other copies will be unofficial.

O'Donnell High School

Attn: Tonya Graham, Counselor or Debra Garza, Registrar

400 Small Street

O'Donnell, Texas 79351

Phone (806)428-3241 Fax (806)428-3395

For Office Use Only: Date Mailed ____ / ____ / ____ **Date Trexed** ____ / ____ / ____ **Initials:** _____