

Transcript Release: Forms

ISACS Sample Transcript Request Form

Date: June 15, 20--

Memo To: Registrar, Hallowed Halls, Boulder, CO 80304

From: Ms. Jennifer Smith, Academic Dean, XYZ School, 100 Academy Lane, Detroit, MI 48210. Tel: 313-822-0000 E-mail: jsmith@xyz.org

Re: Transcript Request

Attached to this request form, please find a signed release authorizing you to send to me the transcript(s) for our school's student(s) enrolled at your institution. Please send the transcript(s) to my attention at the address indicated above.

Fee Enclosed: \$

Signed Release: See Transcript Release, attached.

Note: Disclaimer:

For purposes of longitudinal statistical analysis, the student(s) (and parents) identified in the attached documents have given permission to the school to secure transcripts from institutions that the student attends after graduation from our school. The results of the longitudinal study will not publish by name any individual student's transcript information, all of which will remain strictly confidential. Available upon request: Opinion letter from the Independent Schools Association of the Central States (ISACS) legal counsel confirming the legality of this request and its conformity with the stipulations of the Buckley Amendment.

Signed: Date:

Name: Jennifer Smith

Title: Academic Dean

ISACS Sample Transcript Release Permission

Student Name: Social Security #:

Home Address: Date of Birth:

Parent Name:

We the undersigned agree to grant permission to XYZ School of Detroit, MI to request the transcripts from the institutions attended by the student named above for up to 10 years forward from the date indicated below. We have been informed that the purpose of granting this permission is to assist the school in developing longitudinal data on the success of its graduates and that any information so secured will only be used anonymously. We acknowledge being informed that we can withdraw permission at any time.

Student Signature: Date:

Parent Signature: Date:

Text Below for Office Use Only: Do Not Duplicate as Part of Transcript Release Form

Note: ISACS urges its schools to track their alumni and to develop longitudinal data on their graduates for the purpose of assessing overall school performance. One strategy to do so is to ask students and parents to sign off on transcript releases prior to departing from their independent school, thereby facilitating the school's collection of transcript data thereafter.

Author: Patrick F. Bassett, 5/7/98