



## TRANSCRIPT RELEASE FORM (for SCHOLARSHIPS)

Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_ Date Submitted \_\_\_\_\_  
(Office Use Only)

\*\*\*Please allow up to five (5) school days for your transcript and materials to be processed\*\*\*

*Note Scholarship Name and Address below:*

*Note the specific items you wish to be sent/prepared below:*

(Office Use Only)

Scholarship Name	Scholarship Address	Official Trans	Unofficial Trans	Counselor Letter of Rec	Teacher Letter of Rec	Other (note)	Date Sent	Date Picked Up
EXAMPLE: Joe Walpole Community Leaders Scholarship	Suite 302, Lexus Building 369 Bellevue Avenue, Walpole, MA 02081	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Teacher Directly			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Teacher Directly			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Teacher Directly			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Teacher Directly			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Teacher Directly			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Teacher Directly			

**Check one:** Please hold for pick up \_\_\_\_\_ Please send via mail \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ \*(required if student is under 18 years of age)

**\*\*\*Please ensure that you have added the scholarships listed above to your *SCHOLARSHIP APPLICATIONS* on Naviance\*\*\***

**To add: From your *Colleges* tab, click *Scholarship Applications*, click *Add Scholarship*, click *select*.**

**(Note: Scholarships that are not available on the *select* list will be added by the guidance office)**