

OAKTON HIGH SCHOOL  
 GUIDANCE DEPARTMENT  
TRANSCRIPT REQUEST FORM

In: \_\_\_\_\_  
 Out: \_\_\_\_\_

This form must be completed in full before any transcripts can be released. Please allow up to ten (10) working days for processing.

\_\_\_\_\_  
 Student's Name (last, first, middle initial)

\_\_\_\_\_  
 Date of Birth

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**Student E-Mail Address**

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Student Social Security Num.

**CURRENT STUDENTS**

1. Forms must be signed and dated
2. Attach all college secondary reports
3. Enclose a pre-addressed business size envelope with two \$.41 stamps attached
4. First three (3) transcripts are free. Any additional transcripts are \$5.00 each

**STUDENTS WHO NO LONGER ATTEND OAKTON H.S. INCLUDING GRADUATES**

There is a \$5.00 charge per transcript

| COLLEGE/UNIVERSITY<br>(Name and Address) | Date Due<br>at College | Counselor<br>Recommendation<br>Yes/No | EA/ED/<br>REG Dec |
|--|------------------------|---------------------------------------|-------------------|
| 1.                                       |                        |                                       |                   |
| 2.                                       |                        |                                       |                   |
| 3.                                       |                        |                                       |                   |

In compliance with the Family Rights and Privacy Act of 1973, (Buckley Amendment), parental notification is required to release student records to "officials of other schools or school systems in which a student seeks or intends to enroll".

\_\_\_\_\_  
 PARENTAL/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
 DATE

TO APPLY TO MORE THAN THREE SCHOOLS, PLEASE COMPLETE THE  
 REVERSE SIDE

| COLLEGE/UNIVERSITY<br>(Name and Address) | DATE DUE<br>At College | COUNSELOR<br>Rec. Y/N | EA/ED/<br>REG Dec |
|--|------------------------|-----------------------|-------------------|
| 4.                                       |                        |                       |                   |
| 5.                                       |                        |                       |                   |
| 6.                                       |                        |                       |                   |
| 7.                                       |                        |                       |                   |
| 8.                                       |                        |                       |                   |
| 9.                                       |                        |                       |                   |
| 10.                                      |                        |                       |                   |
| 11.                                      |                        |                       |                   |
| 12.                                      |                        |                       |                   |

