



UNIVERSITY HIGH SCHOOL OF BUSINESS & LEADERSHIP INTERNATIONAL

Transcript Release and Confidentiality Form

To the Applicant:

Please email a completed and saved copy of this form to your child's current school's office. Official transcripts must come directly from your school.

Attention: If you wish, this form and the recommendations can be printed, signed, and given to the appropriate parties with a stamped envelope for each of the schools listed above to which you are applying.

Applicant Name _____ Current Grade _____

To (Name of Current School): _____

To the Parent/Guardian: Please read, print your name, and then check the box.

For the student named above, I authorize the release of school records, including an official transcript of all grades for the past two years as well as the results of academic testing by checking the box by my name. I acknowledge that I waive my right to read the confidential teacher recommendations and the school report. By submitting this form electronically and checking the box below and printing my name this serves as my signature and becomes a binding contract.

☐ Parent or Guardian signature _____ Date _____

To Applicant's Current School: Please send this student's official transcript for the past two years (2017-2018; 2018-2019). This should include all grades earned for courses to date, attendance, the scores for aptitude and achievement tests, and first semester grades for the current year as soon as they become available. **Please note that a signed copy of this form should be included with transcripts.**

Note to Registrar: In order to avoid duplicating your efforts, we ask that records not be sent until first trimester or second semester grades are completed. If your school term ends after the application deadline, please send 2018-2019 grades as soon as possible after second quarter has ended or after the second trimester has ended.

Thank you for your assistance. Should you have any questions, please contact the school to which this candidate is applying.