***REQUEST FOR RELEASE OF ACADEMIC TRANSCRIPTS***

**SOUTHWESTERN ACADEMY**

***San Marino, California, and Rimrock, Arizona***

S**TUDENT’S NAME (When Attending): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **City / State or Country / Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***PLEASE CHECK BELOW THE ITEMS YOU NEED:***

 **OFFICIAL FINAL TRANSCRIPTS (Student is no longer enrolled at Southwestern Academy)**

 **UNOFFICIAL ADVISORY TRANSCRIPTS OF WORK TO DATE**

 **OTHER NEEDS:**

***COST*:**  **Official transcripts will be sent directly from Southwestern Academy in a sealed envelope to schools/colleges listed below, or directly to the student if requested. There is a processing fee of $5.00 per copy for students no longer enrolled at Southwestern.**

PLEASE GIVE COMPLETE ADDRESSES FOR EACH COPY REQUESTED.

 **1) NAME OF SCHOOL**:

**ADDRESS:**

**CITY:** **STATE:** **ZIP:**

 **2) NAME OF SCHOOL**:

**ADDRESS:**

**CITY:** **STATE:** **ZIP:**

The transcript MUST be signed be the person listed above if he/she is 18 years of age or older, or by a parent if the student is under 18 years of age.

***I give my permission to Southwestern Academy to release my school records to the places listed above.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student if 18 and over, or of parent Date

*RETURN THIS FORM AND FEE TO:*

**Records Office, Southwestern Academy**

**2800 Monterey Road**

**San Marino, California 91108**

**FAX: 1-626-799-0407 records@southwesternacademy.edu**