



# TRANSCRIPT AND FERPA RELEASE FORM

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## TRANSCRIPT RELEASE TO NAVIANCE (FERPA)

In order to release a transcript to Naviance for electronic delivery to requested destinations, return this form to the administrative assistant in the counseling office. **Official senior transcripts will be processed when the district returns from break.**

### Transcript Requests

Students must log in to their Naviance accounts to request transcripts. All transcripts (including paper requests) will go through Naviance and the senior counselor will send transcript requests to the required destination.

The use of Naviance facilitates electronic submissions of transcripts, as well as paper requests. Signatures below indicate permission to upload the student's transcripts to Naviance.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date