



MARSHFIELD HIGH SCHOOL TRANSCRIPT RELEASE FORM

OFFICE USE ONLY	
Date:	_____
Amount:	_____
CHECK	CASH
UNOFFICIAL COPY	

Student Name: _____ DOB _____

Student Signature: _____ Grad Year: _____

Phone Number: _____

Parent signature if student is under 18: _____

I AUTHORIZE THE UNIFIED SCHOOL DISTRICT OF MARSHFIELD TO RELEASE MY TRANSCRIPT TO THE FOLLOWING COLLEGE, UNIVERSITY, OR AGENCY (include address if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____

Unofficial copy only.

Check the following boxes if you agree:

- I allow my transcript to be released for all college and scholarship applications.
- I allow my transcript to be released through Xello.
- I request my class rank to be listed on my transcript. (This is recommended for top half of the class.)

I request all test scores such as ACT, SAT, etc. be included on my transcript.

The School Board Policy at Marshfield requires the signature of a parent or guardian of a minor student or adult student (18 years of age or older) to release records. This is in accordance with Section 6.04 B5f Student Records of the School Board Policy.



Unified School District of Marshfield

Renaë Guldan, *School Counselor A-Ge* Krystal Salzmänn, *School Counselor Gf-L* Jane Loll, *School Counselor M-Ra*
Jeanna Carlson, *School Counselor Rb-Z* Becky Lee, *School Psychologist*

How to Fill Out the Transcript Release Form

1. Fill out the top information. If you are under 18, you must have a parent/guardian signature to release your transcript.
2. In the next section, please list the exact name of the organization you want your transcript sent to. Examples: UW-Madison, Herb Kohl Scholarship, Nelson-Jameson, Inc., etc. If you are going to need your transcript sent multiple places, consider checking box 1 lower on the form.
3. Unofficial Copy Only – There are two types of transcripts: official and unofficial. Official transcripts are needed for college admission, employment, military, or other official purposes. Unofficial transcripts do not have the official school stamp and cannot be used for any official purpose. Know which type of transcript you need when you make your request.
4. Check Boxes
 - a. The first box is if you plan to apply to multiple schools or apply for multiple scholarships. Check this box instead of listing each place separately above. We highly recommend checking this box so you are covered any time you need your transcript sent. Universities and scholarships are not kind about missed deadlines; do not let having the transcript release on file hold up your application.
 - b. The second box is for Xello. If you are currently in high school and requesting your transcript be sent electronically, we will process the request through Xello.
 - c. The third box is for class rank. We recommend releasing your rank if you are in the top half of your class, applying to UW-Madison, or for scholarship purposes. If you have specific questions, please contact your counselor.
 - d. The fourth box is for test scores. Many schools accept test scores on transcripts which may save you money, time, and contacting the testing company. If you are unsure about releasing your test scores, contact your counselor.
5. Please return the completed form to Mrs. Burkhart, Registrar.
burkhartr@marshfieldschools.org