



Guiding Young Men through Faith, Tradition and Leadership

## FORMER STUDENT TRANSCRIPT RELEASE FORM

*It is requested that an official copy of the school records of:*

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Who graduated on: \_\_\_\_\_ be sent to the following, as soon as possible.

If the student did not graduate from Benedictine High School, please indicate years of attendance \_\_\_\_\_ . The cost of sending a transcript is \$5.00 and payable to Benedictine High School via check, cash, credit card or money order.\*

***\*We will process an official transcript within 48 hours of receipt, once this form and \$5.00 is received in the main office. Walk-in requests require 48 hour processing time.***

*Send transcript to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I hereby give permission for the transfer of all academic and disciplinary records as required by the Family Educational Rights and Privacy Act of 1974. I have a right to receive a copy, if requested, and have an opportunity for a hearing to challenge the content of the records. I understand that the information transferred will be treated in a confidential manner and will not be transmitted to a third party without my consent.

***Signature of parent, legal guardian or self, if over 18 years of age:***

\_\_\_\_\_ Date: \_\_\_\_\_

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