



HADDAM-KILLINGWORTH HIGH SCHOOL  
School Counseling Office  
95 Little City Road  
Higganum, CT 06441

## TRANSCRIPT RELEASE FORM – GRADUATES

Former H-KHS students may have their official transcript sent to colleges, employers, or others.

1. Print this form.
2. Fill in the required information (be sure to sign where indicated).
3. Mail form (including fee) to the address above.
4. **Be sure to include the required \$3 fee PER TRANSCRIPT. *Fee waived for members of the military and veterans.* Check here if you are active duty or a veteran \_\_\_\_\_**  
Cash or a check made out to H-KHS is accepted. There is no charge for unofficial transcripts sent to students.

STUDENT'S NAME \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_  
(at graduation) (please print)

*In accordance with the Family Educational Rights and Privacy Act of 1974, I authorize Haddam-Killingworth High School to release my transcript, secondary school report, CAPT scores, ACT, and SAT scores to institutions, scholarships, employers, or others listed below.*

\_\_\_\_\_  
STUDENT'S SIGNATURE DATE  
(Parent's signature also required if student is under 18 years old)

**Please send my transcript(s) to: (please fill in colleges/employers names/addresses below)**

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\*Students wishing to receive an OFFICIAL transcript to include with their application must read and sign below:

I have received an official copy of my transcript in a sealed envelope. I understand that I must NOT OPEN THE ENVELOPE before submitting it to the institution. The envelope seal must remain intact or it is no longer considered official.

\_\_\_\_\_  
(student's signature)