

**WHITCOMB HIGH SCHOOL  
GUIDANCE AND COUNSELING DEPARTMENT**

**Transcript & Nomination Release Request  
Juniors and Seniors**

**Complete and return this form to the WHS Guidance and Counseling Office.**

**\*\*\*\*\*PLEASE PRINT LEGIBLY\*\*\*\*\***

Student Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

- ❖ I/We give parent/guardian permission for our child's official transcript\*, report cards, and supporting materials to be sent to colleges, employers, or organizations during the 20\_\_ - 20\_\_ school year upon request of my child.

\* Official transcripts must be requested a minimum of two weeks prior to the requested post-mark date using a transcript request form obtained in Guidance. Please include a stamped envelope (2 stamps) addressed to the college, employer or organization to which you are releasing your transcript and supporting materials. (Materials may also be sent electronically)

- ❖ I/We give parent/guardian permission for our child's name to be submitted by teachers or the Whitcomb High School to outside organizations for the purpose of nominations for honors and awards.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*(For Guidance and Counseling Office Use Only)*

Date Form Received: \_\_\_\_\_ by: \_\_\_\_\_