

TRANSCRIPT RELEASE - FORMER STUDENTS

SENECA VALLEY SCHOOL DISTRICT

128 Seneca School Road

Harmony, Pennsylvania 16037

Guidance Office Fax: 724-631-0217

Email: magillka@svsd.net or berlinsm@svsd.net

1. STUDENT NAME (AT TIME OF ENROLLMENT):

2. BIRTH DATE:

3. PHONE NUMBER:

4. WHAT WAS THE LAST YEAR YOU ATTENDED SENECA VALLEY IN HARMONY, PA:

5. DID YOU GRADUATE? ☐ YES ☐ NO

6. TYPE OF TRANSCRIPT BEING REQUESTED: ☐ Official ☐ Unofficial

Please note: Emailed transcripts are usually not considered official. Verify with recipient before requesting.

Delivery Options-please chose **one** option below.

☐ I will pick the transcript up at the Senior High School.

☐ I would like to have the transcript emailed. Email: _____

☐ I would like to have the transcript mailed.

Mail to: School, Company or Recipients name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

***PLEASE ALLOW 3-5 SCHOOL DAYS TO PROCESS YOUR REQUEST* OUTSTANDING FEES MUST BE PAID IN FULL. STUDENT'S RECORDS WILL NOT BE RELEASED UNTIL ANY OUTSTANDING DEBTS ARE PAID.**

I hereby give permission to the Seneca Valley School District to release all available information identifying official administrative records (name, address, birth date, grade level completed, grades, class standing, attendance record); standardized achievement, intelligence, and aptitude test scores, and record of extracurricular activities; for the student named above, to the school individual, company or agency identified above.

(Applicant's signature) ***MUST BE SIGNED BY APPLICANT IF OVER 18 YEARS OF AGE.**

(Date)

Please mail, fax or email this completed form to:
Seneca Valley Senior High School, 128 Seneca School Road, Harmony, PA 16037 or Fax: 724.631.0217
Email: magillka@svsd.net or berlinsm@svsd.net

The Seneca Valley School District requires that an executed "Authorization for the Release of Information" be filed with the school district prior to the release of any information regarding students presently enrolled or who formerly have been enrolled in the district.