



## **Transcript Release Form**

Medford Area Senior High  
1015 W. Broadway  
Medford, WI 54451  
Email: [buehlal@medford.k12.wi.us](mailto:buehlal@medford.k12.wi.us)  
Phone: 715-748-5951  
Fax: 715-748-6438

Name: \_\_\_\_\_  
Last Middle Initial First

Maiden Name (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
Month Day Year

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I AUTHORIZE MEDFORD AREA PUBLIC SCHOOLS TO RELEASE MY TRANSCRIPT TO THE COLLEGE, UNIVERSITY, OR AGENCY LISTED BELOW.

Student Signature: \_\_\_\_\_

Parent Signature if student is under 18: \_\_\_\_\_

Check the following boxes if you agree:

- ☐ I allow my transcript to be released for all college and scholarship applications.
- ☐ I request all test scores such as ACT, SAT, etc. Be included on my transcript.
- ☐ I request a PDF copy of my transcript to be emailed to me to attach to my college application.

Email Transcripts are to be sent to: \_\_\_\_\_

Address Transcripts are to be sent to:

College/Name/Scholarship: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

☐ I have attached a PDF copy of my transcript to my application for this college.

**OFFICE USE ONLY**

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

**Sent VIA**

USPS

Email to College

Email to Student

Please return completed form to Mrs. Buehler in Student Services. [buehlal@medford.k12.wi.us](mailto:buehlal@medford.k12.wi.us)

College/Name/Scholarship: \_\_\_\_\_

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Address Line 2: \_\_\_\_\_

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# Medford Area Senior High Student Services

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Tolea Kamm-Peissig, *School Counselor A-K*  
Mindy Schwarz, *District Nurse*

Terry Lybert, *School Counselor L-Z*  
Beth van der Berg, *School Psychologist*  
Jenae Weyer, *Mental Health Navigator/School Social Worker*

## 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. If you are over 18, parents/guardians CANNOT request a student's transcript. In this case the student needs to request his/her own transcript.
2. Check Boxes
  - a. The first box is if you plan to apply to multiple schools or apply for multiple scholarships. Check 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 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.
  - c. The third box is if you request a PDF copy of your transcript. To expedite your college application it is recommended to upload your transcript digitally during the college application process. If you have any questions about this process please contact your counselor.
3. Please return the completed form to Mrs. Buehler in Student Services.  
buehlal@medford.k12.wi.us

Note: Your High School Transcript includes the list of courses taken, grades received, class rank, grade point average, test scores, attendance records, date and place of birth, parent's names, and address.