



Authorization to Release Grades/Transcripts/Information

Last Name (Print)

First Name (Print)

Student ID/Last 4 digits of SS#

Name of High School

I am a student enrolling in dual credit courses. I hereby authorize the Registrar’s Office at TSTC West Texas to send an official copy of my grades to my high school at the conclusion of each course or semester for which I am enrolled.

I understand my high school counselor/principal requires this official documentation of my college work in order to determine its applicability towards my high school requirements.

I authorize the high school to send an official/unofficial transcript(s) and TAKS scores to TSTC West Texas for my enrollment and eligibility verification in dual credit courses.

I further understand that if I want an official transcript to be sent to other colleges, scholarship committees, etc, I may order it online, by faxing or mailing a signed request to the Registrar and Records Office. I may also make a request in person.

I also understand that a transcript(s) will not be mailed until all admissions paperwork has been completed and any balance is paid.

_____ I authorize the release of my information to parent/guardian as listed below during the time of my enrollment. **(Must provide the name of the parent/guardian that can access information if box is checked)**

Parent/Guardian (please print): _____

Parent/Guardian (please print): _____

By signing below I agree to this authorization release, it will remain in effect until I graduate or am no longer a participant in the dual credit program.

Student Signature

Date