



# Chartiers - Houston Jr./Sr. High School

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## TRANSCRIPT RELEASE OF RECORDS FORM

TO APPLICANT: In compliance with the Family Education Rights and Privacy Acts no information may be released without the proper authorization. Before any records may be released, please complete the following:

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden, if applicable)

Current Address \_\_\_\_\_ Birth date \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Attendance Dates 20\_\_ - 20\_\_

Year of Graduation \_\_\_\_\_

Please release the following:

\_\_\_\_\_ Official Administrative Record (name, address, birth date, grade level completed, grades, class rank, graduation date, attendance)

\_\_\_\_\_ Record of Extra Curricular Activities

\_\_\_\_\_ SAT, ACT Test Scores

Please release/send transcripts to: **\*List Name of College or Business, Address & Contact person if known**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

\*If applicant is 18 years of age or older, this release must be signed by applicant.

\*If applicant is younger than 18, this release must be signed by a parent/guardian.