

**AUTHORIZATION FOR RELEASE OF ACADEMIC RECORDS**  
**(HIGH SCHOOL STUDENTS)**

Taylor High School is authorized to release a transcript (Academic Achievement Record) for:

\_\_\_\_\_ ID#: \_\_\_\_\_  
(Print Student's Full Legal Name) (Current Grade or Year Graduated)

\_\_\_\_\_  
Recipient (College, Employer, Recruiter, Scholarship Program, Student)

**An official transcript is to be:**

\_\_\_ Sent by high school registrar (Abigail Cisneros) through Trex system. An electronic version of the transcript is sent to a college or university. SAT or ACT scores cannot be sent through Trex. This system provides a tracking # so receipt of transcript can be tracked if necessary.

\_\_\_ Mailed in an attached, pre-addressed and stamped envelope.

\_\_\_ Sealed in an envelope to be picked up by the student or parent or guardian. These transcripts are stamped with an official seal. They are considered invalid if the envelope seal is broken.

**An unofficial transcript is to be:**

\_\_\_ Picked up by the student or parent or guardian. Unofficial transcripts are not affixed with the registrar's signature nor the official THS embossed seal.

\_\_\_ I authorize Taylor ISD to release any national test score to include ACT, SAT, PSAT or AP scores.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Prepared by & Date processed