

Written Consent for Disclosure: Request by Paying Parent

To obtain an unofficial transcript or verification of enrollment:

1. To make a request there must be a current Written Consent for Disclosure on file.
 - a. Written Consent for Disclosure requires renewal every year
 - b. Please print legibly when completing the form
 - i. Make sure to fill out all "Requester" portions and sign the request on the appropriate line.
 - c. Pickup requests will be processed within one business day
 - i. You must show photo I.D. to obtain your student's transcript and the name on ID must match the name on the student's Written Consent for Disclosure/record release
 - ii. If you wish for the transcript to be mailed, please provide your current address below
 - d. We do not email or fax student documents to third parties

Student ID (K#): _____ Birth Date (MM/DD/YYYY): _____

Student Name: _____
Last, First, Middle

Requester Name: _____
Last, First, Middle

Requester Address: _____
Street, City, State Zip

Requester Phone Number with Area Code: _____ Email: _____

☐ Mail to address above

☐ Pick-up

Requester Signature: _____ Date _____

Office Use Only

☐ I.D. ☐ My Chemeketa Release ☐ Expiration Date: _____ ☐ Matching Address ☐ SFAREGS/SHACRSE
Processed by: _____ Date: _____