

**Johnson Creek School District**

455 Aztalan Street

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Johnson Creek, WI 53038

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**Johnson Creek High School
Official Transcript Release Form**

Last name: _____ First name: _____

Maiden name (if applicable): _____

Date of birth: _____ Year of Graduation/Left District: _____

An Official Transcript is a document that provides: course names, grades, grade point average and attendance. A release form is required for Johnson Creek High School to send an Official Transcript to colleges/universities and/or other organizations. All requests for transcripts must be in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which states student education records, including academic transcripts, are confidential and cannot be released to third parties without written consent, except to the extent that FERPA authorizes disclosure without consent.

☐ I give my permission to release an official transcript to the following colleges/universities and/or other organizations (please name all that apply):

By signing below, I certify that I am either the student (if 18 years of age or older) or the parent/legal guardian (if the student is under 18). Please sign and date this form and email to transcripts@johnsoncreekschools.org

Signature _____ Date _____