

# AUTHORIZATION TO RELEASE HIGH SCHOOL TRANSCRIPTS

**Please read:** Kirtland must receive an official copy of your high school transcript after you have graduated. If you would like Kirtland to review your transcript before you graduate (for SAT scores, class grades, etc.), sending an unofficial copy is fine. However, it must be followed, after you graduate, by an official copy.

An official copy must come directly from your school to Kirtland. If by mail, please send to the address below. It is also acceptable to use a secure online transcript service, or your school may e-mail a PDF of your transcript to [admissions@kirtland.edu](mailto:admissions@kirtland.edu). A faxed copy is NOT considered official.

**Transfer students:** Kirtland must have an official copy of your high school transcript on file, showing graduation date. An official copy must come directly from your high school to Kirtland (please see above paragraph). A faxed copy is NOT considered official.

*If your school requires a signed request, the following is offered for your convenience.*

## SCHOOL INFORMATION:

Name of School: \_\_\_\_\_

Date of Graduation/Attendance: \_\_\_\_\_

## STUDENT INFORMATION:

Student Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Name while attending high school (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**I authorize the release of my transcript to Kirtland Community College.**

**Admissions Office  
Kirtland Community College  
4800 W Four Mile Rd  
Grayling, MI 49738**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When you have completed this form,  
**please mail it to the institution you attended,  
not to Kirtland.**