



## Official Transcript Release Form

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes the privacy rights of students with regard to educational records which are not classified as directory information. The act requires, in most instances, prior consent from the student for disclosure of such records to third parties.

Please note that the Counseling Office processes a large number of transcript release forms. These requests are processed as quickly and efficiently as possible in the order in which they are received. Please complete and mail to Peoria Promise by the **June 1** deadline.

I hereby authorize my school district, college and/or university to release my official transcript to Peoria Promise to facilitate their analysis of my eligibility and Calculated Benefit Percentage. In order to rescind this authorization, I acknowledge that I must submit written notification of rescission to the office of the school district, college and/or university. **This rescission may result in a reduced Calculated Benefit Percentage and/or the termination of eligibility.** My signature below indicates that I have read this Official Transcript General Release Form and that I authorize the release of records as described above.

I am 18 years old and assume full responsibility for releasing my records be sent to Peoria Promise.

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

I hereby grant permission for the release of school records to Peoria Promise.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

This consent is required from the parent or guardian of a student who has not reached the age of eighteen. A student who has attained the age of eighteen may declare his/her majority and sign for release of his/her records. NO records will be sent anywhere without completion of this form.

**Please mail to the Peoria Promise office.**