

CONNECT
ENGAGE
INSPIRE



OFFICIAL HIGH SCHOOL TRANSCRIPT RELEASE AUTHORIZATION

To: Guidance Counselor

Fill out this form and send it to your high school guidance counselor:

High School: _____

As part of the admission process, I am required to submit official transcripts to Saint Leo University. In addition, if I am admitted and plan to enroll, I must provide my official final transcript which reflects my date of graduation prior to my enrollment at Saint Leo University.

Therefore, I authorize the release of my official high school transcripts—both interim and final—to:

Saint Leo University
University Campus
Admissions - MC2008
P.O. Box 6665
Saint Leo, FL 33574-6665

Please **print** or **type** student information as it is listed in school files:

Name _____ Birthdate _____

Address _____

City _____ State _____ Zip _____

Phone _____ SSN or Student Number _____

Student Signature _____ Date _____

Saint Leo University must receive transcripts directly from the high school to be considered official.

We thank you for your assistance.