OFFICE USE ONLY
RECEIVED

AUTHORIZATION FOR
RELEASE OF TRANSCRIPT

LONGLEAF SCHOOL OF THE ARTS

322 Chapanoke Rd, Raleigh, NC 27603

OFFICE USE ONLY
COMPLETED

I HEREBY AUTHORIZE SCHOOL OFFICIALS TO SEND AN OFFICIAL STUDENT TRANSCRIPT FOR:

☐ **COLLEGE** ☐ **SCHOLARSHIP** ☐ **SUMMER PROGRAM** ☐ **DMV** ☐ **OTHER** _____

Students needing SAT/ACT scores to support applications should request them directly from College Board/ ACT.

_____ _____/_____/_____
(Student Last Name) (Student First Name) (Middle/Maiden Name) (Date of Birth)

_____ _____
(Address) (Telephone #)

_____ Age _____ PowerSchool ID#_____

PLEASE CHOOSE ONE:

☐ **Current Student** (Free of charge) ☐ **Former Student** (Did not graduate) Pay $10 each ☐ **Graduate** Pay $10 each

Grade _____ Last Date of Attendance _____ Mo/Yr Graduation_____

Current year LSA seniors wishing to send their high school transcript to a 2 or 4 year college/university in North Carolina will need to complete their request using CFNC (www.cfnc.org). Students should begin using CFNC after the 20th day of the school year. CFNC will automatically send a final transcript, free of charge, to any college/university for which a CFNC request was by made that student during senior year. Final CFNC transcripts are sent approximately 10 business days after the end of the school year.

SEND TRANSCRIPT TO THE FOLLOWING SCHOOLS or ORGANIZATIONS: Please be aware that many applications require a Counselor Statement or Secondary School Report in addition to a transcript. Provide your counselor with the appropriate paperwork or electronic notice from your college/university for completion. Remember to allow AT LEAST TWO WEEKS for completion of paperwork and/or letters of recommendation. Students using the Common App must link their account to their school counselor and submit this form for Common App schools (in state or out of state) as soon as possible so that the official transcript may be uploaded to the counselor's Common App account for the student. If using Common App, this request will also include mid-year and final transcripts as well.

Name/Address	**Application Deadline**	**Cost**	**Date Paid**	**Date Sent**
1_____	_____/_____/_____	____	___/____/____	_____
_____	**Date Application Submitted**	___ I will pick up unofficial copy OR __ Please mail by		
_____	_____/_____/_____	___ Counselor Statement/Rec ?		____/____/___
_____		__ I am using Common App for this school.		
Name/Address	**Application Deadline**	**Cost**	**Date Paid**	**Date Sent**
2_____	_____/_____/_____	____	___/____/____	_____
_____	**Date Application Submitted**	___ I will pick up unofficial copy OR __ Please mail by		
_____	_____/_____/_____	___ Counselor Statement/Rec?		____/____/___
_____		__ I am using Common App for this school.		
Name/Address	**Application Deadline**	**Cost**	**Date Paid**	**Date Sent**
3_____	_____/_____/_____	____	___/____/____	_____
_____	**Date Application Submitted**	___ I will pick up unofficial copy OR __ Please mail by		
_____	_____/_____/_____	___ Counselor Statement /Rec?		____/____/___
_____		__ I am using Common App for this school.		

I hereby authorize school officials to release my (or my student's) transcript. **If you are not 18, a parent must sign this form.**

_____ __/___/__ _____ ___/____/____
Student Signature (18 or older) **(Date)** **Parent Signature (required if student is not 18 years of age)** **(Date)**