



CARIBBEAN SCHOOL, INC.

Urb. La Rambla
 1689 Calle Navarra
 Ponce, PR 00730-4043
 Tel: (787) 843-2048 Fax: (787)844-5626

TRANSCRIPT REQUEST FORM

Please note: Transcript request will be fulfilled by the next working day and **must be accompanied by FERPA Authorization form, otherwise transcripts will be not processed.**

Date of Request: _____ Student Name: _____

Student or Parent Signature: _____

Class of _____ or Withdrawal Year _____ or Currently in Grade: _____

Reason for request: Withdrawal Summer Program University/College Other

	Name and Address to Where Transcript is To Be Mailed or Emailed	<input type="checkbox"/> Official <input type="checkbox"/> Unofficial Use Only
Application Due Date: _____ Transcript requests are due a minimum of three weeks before the application due date.	College/Institution Name and Complete Address. If the transcript is to be emailed, please include the email address below: _____ _____ _____ EMAIL: _____	<input type="checkbox"/> Transcript _____ Fee: _____ Authorized by: _____ Date Mailed: _____ Date electronically sent: _____ _____ Head of School Signature:

	Name and Address to Where Transcript is To Be Mailed	<input type="checkbox"/> Official <input type="checkbox"/> Unofficial Use Only
Application Due Date: _____ Transcript requests are due a minimum of three weeks before the application due date.	College/Institution Name and Complete Address. If the transcript is to be emailed, please include the email address below: _____ _____ _____ EMAIL: _____	<input type="checkbox"/> Transcript _____ Fee: _____ Authorized by: _____ Date Mailed: _____ Date electronically sent: _____ _____ Head of School Signature:

Transcript Fee:

Official Transcripts which includes certified mailing have a fee of \$10.00. If your request for an Official Transcript is for Pick Up the fee is \$5.00. Official or Unofficial Transcripts to be sent via email are free of charge. Student copies are free of charge. All fees are to be paid CASH or MONEY ORDER in the Business Office.



"We are Caribbean School Panthers!"

FERPA Consent Form

The Family Educational Rights and Privacy Act of 1974, also known as FERPA and/or The Buckley Amendment of 1974, as amended, grants students' certain rights and privacies regarding education records of students attending educational institutions. By submitting this form, the parent or legal guardian consents to release from his or her child's educational records, the documents and/or information described below, to a third party for a defined purpose such as student intention to enroll or to transfer to another school, college applications, summer programs, scholarships, financial aid processing or other special program. Once the student reaches 18 years of age, the consent and the rights accorded to FERPA are required of and accorded to the student rather than to his/her parents, known as "eligible student". There is no need to consent to the release of "directory information" according to FERPA. The parent or the eligible student has the right to inspect the student's education record prior to sign the consent. This consent form does not cover the release of disciplinary records and/or information to third parties. See School policy section pertaining to student records.

Without the written consent of the parent or the eligible student, the documents and information below mentioned will not be processed or submitted, and the parent or the eligible student will be responsible to provide the information directly to the third party as required.

Student Information (please print)

LAST NAME	FIRST NAME	MIDDLE NAME
PHONE NUMBER	EMAIL ADDRESS	

Parent Signature

LAST NAME	FIRST NAME	RELATIONSHIP TO STUDENT
SIGNATURE	DATE	

Yes	No	Check Yes or No to release the information on each item	
		Transcripts	Current Quarter grades, Final grades, GPAs, credits earned, courses, etc.
		Academic Data	Academic work completed, level of achievements, curriculum, extracurricular participation, degrees, honors, awards received, etc.
		Recommendation	Student assessment from teacher, counselor, faculty
		Directory Information	Student's name, address telephone listing electronic mail address, contact information, photographs, date and place of birth, enrollment (elementary, intermediate and high school), major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, etc.
		Attendance	Dates of attendance.
		School Books	Annual year books, etc.
		Standardized Test Scores	SAT, ACT, PSAT, AP, College Board PAA, etc.
		Test and Interest Inventory Results	Tests and Interest Inventory Results.
		Personally Identifiable Information	Personal identifier, names of student's parents or legal guardians, family members background, etc.

I hereby release Caribbean School, its Trustees, Officers and Employees, including the School registrar, College Advisor, Counselor, Agents or Assigns, from any and all liability for release of the above named records/information. I understand there is no private cause of action under FERPA.

I understand that I have the right to revoke this consent at any time. I understand I may revoke this consent upon providing written notice to the Head of School. I further understand that until such time when this consent is revoked, it shall remain in effect, and any document and/or information listed above will continue to be provided.

I understand that this consent does not apply to the release of disciplinary records and/or information, which is covered by the School policy pertaining to student records.

I understand that failure to grant release will result in the school not being able to submit said information and/or documents, nor to complete required forms for admission evaluation, scholarship evaluation or special programs participation and I assume all responsibility for contacting the third party directly to submit appropriate information.