Coeur d 'Alene High School
Permission to Release Transcript/School Records

~~~$3.00 fee for each transcript ~~~

** To send transcript/admission papers via **CERTIFIED MAIL** - Add $5.53 to the transcript cost = $8.53**

Important Notice: **"OFFICIAL"** copies of transcripts MUST be sent to the school
"UNOFFICIAL" copies can be picked up by the individual

If this student has a bill on file for fines owed, records CANNOT be released.
Please see the bookkeeper to pay fines or return books.

TO: (1) _____
HS, College, University/Scholarship
_____
Address
_____
City, State, Zip
_____

(2) _____
HS, College, University/Scholarship
_____
Address
_____
City, State, Zip
_____

(Additional colleges/universities may be added on the back of this form)

First Name **Middle Name** **MAIDEN Name** **Last Name**

Student is currently enrolled in the _____ grade.

If not currently enrolled: Year last attended CHS _____ Grade _____

OR

Year graduated from CHS _____

Birth Date: _____

Current Address: _____

_____

_____

Current Phone #: _____

MAIL TO:
Registrar
Coeur d 'Alene High School
5530 N. Fourth Street
Coeur d 'Alene, ID 83815
Or email to:
bhensley@cdaschools.org

Signature: _____ DATE: _____

Valid only if signed by an adult (pupil 18 years of age or older or parent/guardian of minor pupil

****Current Year Graduate: Please check appropriate transcripts to be sent****

_____ 6th semester (includes up to the end of your **JUNIOR** year).

_____ 7th semester (includes end of the first semester of **SENIOR** year).

_____ 8th semester (includes completed graduation information = **final transcript**).

****When you have decided which college you plan to attend, please notify the Registrar so your FINAL transcript will be sent to that school.****

FOR OFFICE USE ONLY: Request received: _____ Paid/Amount: _____

Date transcript(s) sent: _____ By: _____