

Black River Local School District

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www.blackriverschools.org

Proudly Serving the Communities of Albion, Cinnamon Lake, Homerville, Huntington, Spencer and Sullivan

Request for Consent to Release Transcript to College or University

The transcript of an academic record is an "education record," as defined by P.L. 93-380. In addition to academic information, it may contain personally identifiable and directory information such as date and place of birth, high school graduation date, etc. Except as provided by law, it is only released upon prior written consent of the student.

NOTE: Allow 3-5 working days for processing.

- All financial obligations must be paid before transcripts will be released.
- Use a separate form for each different mailing address to which you desire transcripts sent.
- Transcript reflects credit courses only.
- Print and return this form to Black River High School either by mail or fax.
- Transcripts sent directly to a student are marked "unofficial".

Please print clearly and carefully in all areas below except signature line that must be signed: I hereby authorize Black River Local Schools to release the transcript of my academic record.

Signature: _____ Date: _____

Graduation Date: _____

Non-graduates last date attended: _____

First Name: _____ Last Name: _____

Maiden Name if applicable: _____

Current Address: _____

City, State, and Zip Code: _____

Telephone Number: _____ Date of Birth: _____

Mail transcript to: (Please print clearly):

Name of College/University: _____

Attention: _____

Address: _____

City, State and Zip Code: _____

During the school year please mail or fax this form to:

Black River Local Schools
233 County Road 40
Sullivan, OH 44880
419-736-3303 – Phone
419-736-3302 – Fax

During the summer months please mail or fax to:

Black River Local Schools
257 A County Road 40
Sullivan, OH 44880
419-736-3300 - Phone
419-736-3308 - Fax