

TO: Poudre School District Counselors and Office Staff

FROM: Poudre School District Assistant Superintendent of Secondary Schools; Director of Curriculum, Instruction and Assessment; Director of Records and Risk Management

DATE: October 2019

RE: Official Transcripts

Transcript Release Requirements:

1. All transcript releases must be signed by a **parent** or eligible student (**18 years of age or older**). [FERPA](#) (20 U.S.C. § 1232g; 34 CFR 99.31) & Poudre School District Policy [JRA/JRC](#), – Student Records/Release of Information on Students.
2. All releases must be written, and a copy of the request is placed in the student’s cumulative folder.
3. All releases must include:
  - a. To whom the information was sent
  - b. What information was sent
  - c. When the information was sent
  - d. Why the information was sent
4. Transcripts must be signed by a school staff member, dated, and stamped with the District seal to be considered official. Contact the Records Department if your site does not have the proper seal.
5. Official transcripts are \$3 each per the Board of Education approved [Schedule of District-Wide Student Fees and Other Select Charges](#). Common Application and Coalition Application schools will only be charged a one-time \$3 fee for the 2019-2020 school year.
6. Unofficial transcripts can be given to the parent/guardian/eligible student following the above requirements 1-3.
7. All transcripts **will** include standardized test scores unless scores specifically asked to be removed by the parent or eligible student. Contact the school counseling office or Records department for more information and the proper release form.
8. Final transcripts **must** include the postsecondary and workforce readiness standardized test score (11<sup>th</sup> grade April/Spring SAT score) per **C.R.S. SS 22-7-1006.3**.

