



## **Request for Transcript Form**

**Please print and complete the Excel High School Request for Transcripts Form for each school you attended and take it to the registrar or person at the school responsible for sending transcript requests.**

### **RELEASE OF RECORDS AND WITHDRAWAL REQUEST**

The student named below has enrolled at Excel High School to further their education and is officially withdrawing from their current school. Please forward an official transcript of credits earned to:

**Registrar  
Excel High School  
4445 West 77<sup>th</sup> Street, Suite 209  
Edina, MN 55435**

**Student's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

As parent or guardian of the above named child, I give my permission to have their school transcript sent to the Registrar at Excel High School.

**Parent or Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Submitted in accordance with Federal Register June 17, 1976. Part II H.E.W. Privacy rights to Parents and Students. Vol. 41 No. 118-24*