



## RELEASE OF RECORDS (PLEASE ALLOW 2 WEEKS FOR ALL TRANSCRIPTS)

\*Please note: Official transcripts can only be sent directly to the institution or company requesting the information. By federal law, if the former student has graduated or has withdrawn from school and is over 18 years of age, the request for records must come from the former student.

DATE: \_\_\_\_\_

**NAME: (Name of student while attending NVHS)**

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Complete address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check one:**

**I have** graduated from New Vista High School

Year of graduation: \_\_\_\_\_

**I have not** graduated from New Vista High School

Last date of attendance: \_\_\_\_\_

**I currently attend** New Vista High School

Current grade level: \_\_\_\_\_

**Please check option(s) below:**

Please release  Unofficial transcript(s) to me at no charge.

Please release  Official transcript(s) to the institution below at a cost of \$2.00 each

Please provide proof of graduation to the institution below.

**Please provide the complete name and address of the receiving institution:**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I authorize the release of my records to the address(es) listed above:**

\_\_\_\_\_  
Signature (Parent signature if under 18)

**Send records release to:**

Julie Ikler, Registrar  
New Vista High School  
700 20<sup>th</sup> St.  
Boulder, CO 80302

Phone: 720-561-8707  
Fax: 720-561-8701  
Email: julie.ikler@bvsd.org