



Office of the Registrar
 300 Washington Avenue • Chestertown, MD 21620
 PHONE 410-778-7299 • FAX 410-810-7159
 EMAIL registrar@washcoll.edu
 WEB registrar.washcoll.edu

TRANSCRIPT RELEASE FORM for Letters of Recommendation

Students and alumni may use this form to request that an unofficial transcript of their academic record be issued on their behalf to a Washington College faculty member for purposes of producing a letter of recommendation.

PLEASE NOTE, students also have the option to submit their unofficial transcript directly to the faculty member writing the letter of recommendation. Unofficial transcripts can be downloaded at any time from Self Service.

This transcript will include all grades and credits earned for each semester of study, along with current degree program status or graduation information. Unofficial transcripts appear on white paper and will not include the signature or seal. Per federal law, no transcript or grade information may ever be emailed by the Registrar's Office to a student or to a third party.

Instructions:

1. Complete and submit this form.
2. In keeping with the Family Education Rights and Privacy Act of 1974 (as amended), transcripts are issued only upon written signed request or by other express and verified authorization of the student.

		/ /
Full Name at Time of Attendance		Date of Birth (mm/dd/yyyy)
Degree Program / Major	Years of Attendance	Washington Coll. ID# or last 4 of SSN
Current Street Address		<input type="checkbox"/> Employment <input type="checkbox"/> Scholarship <input type="checkbox"/> Grad School
Current City, State, ZIP, Country		
Current Email Address	Current Telephone Number	Reason for request (<i>optional</i>)

I request and authorize Washington College to send a transcript of my academic record to the following:

- Any faculty member that requests my unofficial transcript
- The following faculty member(s) only:
 - _____
 - _____
 - _____

Signature	Date