

# PERMISSION TO RELEASE RECORDS

Nicolet High School  
6701 N Jean Nicolet Rd  
Glendale WI 53217  
414-351-7579

With the adoption in 1974 of the Federal Family Educational Rights and Privacy Act and Section 118.125 of the Wisconsin Statutes, it is the right of the individual, eighteen years of age or over, to identify what portion of his school record should be sent to the third party he designates.

In compliance with these statutes, unless otherwise indicated, the following is included on each transcript and will be forwarded to the party you designate.

Basic Identifying Information  
(Date of Birth, Address, etc.)  
Statement of Courses Taken  
Grades  
Class Rank and Cumulative Grade Point Average

**I hereby authorize Nicolet High School to release the above information to:**

Name of School/Business: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Print Name at time of graduation: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Birth Date \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transcript Request Fee: \$5.00 (Effective: July, 2008)

Revised 12/07/2011

**Office Use Only:**

Faxed (Unofficial) \_\_\_\_\_  
Hand-carried (Unofficial) \_\_\_\_\_  
Mailed (Official) \_\_\_\_\_