



Tunstall High School Guidance Department
100 Trojan Circle, Dry Fork, VA 24549
Office: 434-724-7111 Fax: 434-724-4588



Date _____

In order that we may protect the confidentiality of student's records, we ask that you sign the following statement permitting us to release cumulative folder information. Only transcripts will be sent. Effective October 21, 2010, a fee of \$5.00 is charged for each transcript (cash or money order accepted). There is no charge for transcripts for current students. Graduates are entitled to free transcripts until the end of the first semester of the school year following their graduation date.

I give TUNSTALL HIGH SCHOOL permission to release a copy of the school records for:

Name (First, Middle, Last)	Maiden Name (if necessary)
Social Security Number	Date of Birth
Year of Graduation	Telephone Number

To the following academic institutions:

Date of Deadline	Name of School	Address	City, State, Zip Code

Student Signature

Parent Signature if student is under 18 years old

This form must be submitted to Mrs. Adams in the Guidance Department prior to your deadline to make sure the college receives everything on time. All Secondary reports must be handed in to your counselor at the same time in order to be sent with your transcript.