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[www.collegiumcharter.com](http://www.collegiumcharter.com)

**Release of School Records Request Form  
Usage: By CCS Alumni for Transcript Request for Post-  
Secondary Institutions**

Processing of this request may take up to 14 school days. Please submit the form with appropriate advance notice.

I, \_\_\_\_\_, authorize Collegium Charter School to forward a transcript and applicable school records to the post-secondary institution listed below.

Along with this request, I have provided a stamped envelope appropriately addressed to the institution and the \$5.00 transcript fee.

For requests to multiple post-secondary institutions, please complete a separate form for each institution.

Name of Graduate: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

to \_\_\_\_\_  
(Name of Post-Secondary Institution)

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

\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Alumni)

Please note: All SAT, SAT Subject Tests, AP Tests, and ACT Test results must be sent directly from the testing authority to the post-secondary institution. Collegium will not forward these results.

*CCS Main Office: Please return to the High School Guidance Counselor, 535.*