



**Red Clay Consolidated School District  
Cab Calloway School of the Arts  
100 N. DuPont Road  
Wilmington, DE 19807**

To the Parent/Guardian/Student:

In accordance with the provisions of PL 93-380, officials of other schools or school systems in which a student under the age of 18 intends to enroll may be sent a copy of the student's records, providing a parent is notified of the intended transfer of record. You/your student is requesting that a transcript of his/her high school record be sent to the institution named below. Please sign this form, indicating that you have been notified of the intended transfer.

\_\_\_\_\_  
(Signature of Parent/Guardian)

**Request For Forwarding of Transcript**  
(to be completed by the student)

On \_\_\_\_\_ I gave application for:

\_\_\_\_\_  
(Name of Institution)

\_\_\_\_\_  
(Address)

(City)

(State)

(Zip Code)

Please forward a copy of the transcript of my high school records to this institution.

\_\_\_\_\_ Transcript to be mailed  
(postage required)

\_\_\_\_\_  
(Printed Name of Student)

\_\_\_\_\_ Transcript to student/parent

\_\_\_\_\_  
(Graduation Year)

\_\_\_\_\_  
(Application Due Date)

\_\_\_\_\_  
(Student Signature)

To the student: Your request for a transcript will not be processed until this form has been completed and returned to the guidance office (**minimum 1 school day required for processing**). Transcripts are processed in the order in which they are requested. **Alumni:** There is a \$3.00 processing fee for each transcript requested and can be paid by cash, check or money order. Return this form to: CCSA, 100 North DuPont Road, Wilmington, DE 19807, ATTN: Guidance or fax it to (302) 425-4594